NCCN 19th Annual Conference: Advancing the Standard of Cancer Care

Westin Diplomat
Great Halls 4, 5 & 6
Hollywood, FL
March 13-14, 2014

NCCN 19th Annual Conference Advancing the Standard of Cancer Care	VISTA CONVENTION SERVICES SOUTH	INDEX
Westin Diplomat Hollywood, FL March 13-14, 2014	6901 NW 26th AVENUE MIAMI, FL 33147 TEL: (305) 673-1123 FAX: (305) 673-8713 WWW.VISTACS.COM	

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NCCN 19th Annual Conference Advancing the Standard of Cancer Care	VISTA CONVENTION SERVICES SOUTH	BOOTH PACKAGE & EXHIBIT TIMES
Westin Diplomat Hollywood, FL March 13-14, 2014	**6901 NW 26th AVENUE MIAMI, FL 33147 TEL: (305) 673-1123 FAX: (305) 673-8713 WWW.VISTACS.COM**	March 13, 2014 - 7:00AM - 5:00PM March 14, 2014 - 7:00AM - 1:00PM

Dear Exhibitor:

Vista Convention Services South is pleased to have been selected as the official service contractor for this exposition. We recognize that your participation in this event is a vital part of your firm's marketing program, and we want to do everything possible to make it profitable and rewarding for you.

All questions regarding the convention space assignments should be directed to:

NCCN 19th Annual Conference
Jennifer Tredwell
275 Commerce Drive, Suite 300
Fort Washington, PA 19034
Tel: (215) 690-0274
Email: tredwell@nccn.org

All questions regarding shipping, storage, furniture, and labor should be directed to:

Customer Service
Vista Convention Services South
6901 NW 26th Avenue
Miami, FL 33147
Tel: (305) 673-1123
Fax: (305) 673-8713
Email: vistasouth@vistacs.com

All questions regarding electricity, Audio/Visual equipment, telecommunications, photography, and floral for use in your booth should be directed to the appropriate service contractor shown within.

Included in this service kit are order forms for various items you may require for your exhibit. **Vista forms are to be returned to our office and the others to the specific contractor who is providing the service**. Please review and submit your order forms as early as possible.

Your booth is equipped with the following inventory. Additional equipment is available on the forms enclosed:

10x10 Booths:

8' High Back Drape - Black	1 - 7" x 44" ID Sign
3' High Siderail - Black	1 - Wastebasket
1 - 6' Draped Table - Black	2 - Chairs

Table Tops

1 - 6' Draped Table - Black	1 - 7" x 44" ID Sign
2 - Chairs	1 - Wastebasket

Please note: The exhibit floor is carpeted.

Exhibit Area Installation & Dismantle

Set-up Date & Times

WEDNESDAY MARCH 12, 2014 - 11:00AM - 4:30PM

All prefabricated displays must be set and empty crates tagged for storage by 3:30PM on WEDNESDAY, MARCH 12, 2014.

Exhibit Dates & Times

THURSDAY MARCH 13, 2014 - 7:00AM - 5:15PM
FRIDAY MARCH 14, 2014 - 7:00AM - 1:10PM

Dismantle Date & Times

FRIDAY MARCH 14, 2014 - 1:00PM - 10:00PM

Please note: Freight not picked up by 7:30PM on FRIDAY, MARCH 14, 2014 will be re-routed through the house carrier.

NCCN 19th Annual Conference Advancing the Standard of Cancer Care	VISTA CONVENTION SERVICES SOUTH	PAYMENT & CREDIT CARD AUTHORIZATION FORM
Westin Diplomat Hollywood, FL March 13-14, 2014	6901 NW 26th AVENUE MIAMI, FL 33147 TEL: (305) 673-1123 FAX: (305) 673-8713 WWW.VISTACS.COM	

Please complete the information requested and return payment in full with this form and your orders. You may choose to pay by credit card, check or bank wire transfer. However, we require your authorization to be on file with Vista Convention Services. For your convenience, we will use this authorization to charge your credit card for any additional charges incurred as a result of showsite orders placed by your representative for this event.

ORDER RECAP

*Standard Booth Furnishings & Carpet Order Form ..... $_____
*Plush Booth Carpet Order Form..... $_____
*VCS Modular Rental Unit Order Form..... $_____
*Special Signs Order Form ..... $_____
*Showcase Order Form..... $_____
Booth Cleaning Order Form..... $_____
Estimated Labor Order Form ..... $_____
Estimated Material Handling Order Form..... $_____
Subtotal $_____
*Add 6% Sales Tax $_____
Net Amount due to VISTA $_____

**Note: Services taxable in the state of FL.*

Indicate Payment Method
Check #_____ Dated_____ Amount $_____

Charge to: ☐ MasterCard ☐ VISA ☐ American Express
Indicate: ☐ Personal Credit Card ☐ Company Credit Card

Account # | | | | | | | | | | | | | | | | |

Expiration Date | | | | | | |

PURCHASING CARD: VISA & MASTERCARD REQUIRES YOUR CUSTOMER CODE NUMBER: _____

Cardholder's Name_____
(Print or Type)
Cardholder's Address_____ City_____ State_____ Zip_____

Signature_____

ALL ORDERS SUBJECT TO LIMITS OF LIABILITY AS SET FORTH ON FOLLOWING PAGE

Company Name_____Booth #_____

Street Address_____Phone #_____

City_____State_____Zip_____Fax #_____

Ordered by (Print or Type)_____E-Mail_____

Signature_____ Title_____

MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH BEFORE DEADLINE DATE

6901 NW 26th AVENUE
MIAMI, FL 33147
TEL: (305) 673-1123 FAX: (305) 673-8713
WWW.VISTACS.COM

Limits of Liability and Responsibility

1. Vista Convention Services South shall not be responsible for damage to be uncrated materials, material improperly packed, or concealed.

2. Vista Convention Services South shall not be responsible for loss, theft, or disappearance of exhibitor's material after same has been delivered to exhibitor's booth.

3. Vista Convention Services South shall not be responsible for loss, theft or disappearance of materials before they are picked up from exhibitors' booth for reloading after the show. Bill-of-Lading covering outgoing shipments, which are furnished by Vista Convention Services South to exhibitor, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur.

4. Vista Convention Services South shall not be responsible for any loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.

5. Vista Convention Services South liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event Vista Convention Services South maximum liability shall be limited to $.30 per pound per article with a maximum liability of $50.00 per item, or $1,000.00 per shipment, whichever is less.

6. Vista Convention Services South shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.

7. The consignment or delivery of a shipment to Vista Convention Services South by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.

NCCN 19th Annual Conference Advancing the Standard of Cancer Care	VISTA CONVENTION SERVICES SOUTH	PAYMENT POLICIES
Westin Diplomat Hollywood, FL March 13-14, 2014	6901 NW 26th AVENUE MIAMI, FL 33147 TEL: (305) 673-1123 FAX: (305) 673-8713 WWW.VISTACS.COM	

Payment Options

We offer three convenient ways for you to pay for furniture and carpet rentals, material handling, signs and other services provided by Vista Convention Services South in our role as the Official Contractors for this show.

1. **All checks must be in U.S. funds drawn on a U.S. bank**

2. **Advance Payment by Company Check**
   Attach check to order forms. Additionally, although you may choose to pay by company check or cash for charges incurred at show site, we require your signed Payment and Credit Card Charge Authorization Form to be on file with Vista Convention Services South in advance to guarantee payment. Please make all checks payable to Vista Convention Services South.

3. **Wire Transfer in U.S. Funds**
   Bank information call Vista Convention Services South (305) 673-1123 or e-mail: vistasouth@vistacs.com
   Wire transfers must be initiated and confirmed at least two weeks before move-in.
   Wire transfers must include the show name, company name and booth number.
   Due to various processing fees we incur from banks clearing wire transfers into our accounts, Vista Convention Services South will charge the following fees:
   Domestic incoming wire transfer fee: $25.00
   International incoming wire transfer fee: $35.00

4. **Credit Card**
   Use MasterCard, VISA or American Express. To accept charges, you must complete the PAYMENT AND CREDIT CARD CHARGE AUTHORIZATION form on the following page. For discount rates to apply, Vista Convention Services South must receive this form by **FEBRUARY 26, 2014.**

Showsite Orders

To save money, take advantage of the pre-show discounts by ordering as many of your requirements as possible before the Discount Deadline Date. ***For the discount prices to be in effect, your order must be received by the Discount Deadline Date, and payment must accompany your order.*** Orders received after the Discount Deadline Date or made at the Exhibitor Service Desk during the show will be billed at the "standard" prices listed on the various forms.

Payment Terms

To process your order for services and materials listed in the Exhibitor Service Manual, **we require your signed Payment and Credit Card Charge Authorization Form to be on file** with Vista Convention Services South in advance to guarantee payment. Invoices for outstanding balances will be available at the Exhibitor Service Desk for your review and payment. Prepayments will be indicated, and any balance due must be paid in full by cash, check or credit card upon presentation. All payment inquiries should be resolved before you leave the show.

Invoices will be distributed the last day of the show. If you have any concerns about your charges for inbound freight, installation labor, furniture or accessories, please stop by the Exhibitor Service Desk. Charges for these items may not be disputed after the show.

Additionally, Vista Convention Services South is authorized to charge the exhibitor's credit card for any charges incurred following the show, i.e. dismantle labor, outbound overtime drayage charges, etc. In these circumstances, Vista will charge the exhibitor's credit card on file, and mail an invoice to the exhibitor, outlining charges which were billed.

All charges payable in U.S. Funds only. Checks, cash, Traveler's checks, MasterCard, VISA and American Express are accepted. ***Telephone orders are not accepted.***

Cancellation Policy: Items cancelled before the deadline date will be refunded at 50%. **NO REFUNDS AFTER DEADLINE DATE**.

Please Note: All materials are on a rental basis for the duration of the show and remain the property of Vista Convention Services South.

NCCN
19th Annual Conference

Advancing the Standard of Cancer Care

Westin Diplomat
Hollywood, FL
March 13-14, 2014

6901 NW 26th AVENUE
MIAMI, FL 33147
TEL: (305) 673-1123 FAX: (305) 673-8713
WWW.VISTACS.COM

STANDARD BOOTH FURNISHINGS & CARPET ORDER FORM

DEADLINE DATE:
FEBRUARY 26, 2014

Rental price includes delivery to and removal from your booth.

QTY.		DISCOUNT RATES	STANDARD RATES	AMT.
SEATING				
____	Upholstered Arm Chair (black only)	$56.25	$ 72.75	_____
____	Side Chair (black only)……....	$41.75	$ 54.20	_____
____	Padded Stool (black only)……......	$78.50	$102.00	_____
ACCESSORIES				
____	Round Pedestal Table (30"h x 30"d)...	$ 76.00	$ 98.50	_____
____	Round Pedestal Table (42"h x 30"d)….	$ 98.50	$128.00	_____
____	Wastebasket……	$ 18.75	$ 24.50	_____
____	Easel……	$ 26.50	$ 34.00	_____
____	Chrome Sign Frame (22" x 28")….	$ 70.00	$ 80.00	_____
____	Bag Holder……	$ 87.50	$113.75	_____
____	8' Stanchion……	$ 23.75	$ 30.75	_____
____	Crossbar……	$ 23.75	$ 30.75	_____
____	Garment Rack……	$ 70.00	$ 90.75	_____
____	Literature Rack……	$ 87.50	$113.75	_____

STANDARD CARPET

Price includes installation & taping front edge.
No guarantee of color match when ordering multiple carpets.

____	10'x 10'.....	$117.95	$153.50	_____
____	10'x 20'.....	$236.90	$306.95	_____
____	10'x 30'.....	$353.30	$459.90	_____
____	10'x 40'.....	$471.25	$613.40	_____
____	10'x 50'.....	$588.90	$766.60	_____

Circle color: Blue Burgundy Gray Teal Red Purple Black Hunter Green

CUSTOM SIZE CARPET

Price includes installation to fit booth space, protective covering, and edges taped.
INDICATE OVERALL DIMENSIONS:
____ft.x ____ft. (100 sq. ft. minimum) $2.75 sq. ft. $3.40 sq. ft. _____
Circle color: Blue Burgundy Gray Teal Red Purple Black Hunter Green

CARPET PADDING

INDICATE OVERALL DIMENSION:
____ft.x ____ft. (100 sq. ft. minimum) $1.05 ft. $1.35 sq. ft. _____

QTY.		DISCOUNT RATES	STANDARD RATES	AMT.
DRAPED DISPLAY TABLES - 30" HIGH				
Price includes white vinyl top & 3 sides				
Circle color: Blue Black Burgundy Purple Gray Red Teal White Hunter Green				
_____	2' x 4' x 30"……..	$ 76.75	$99.50	_____
_____	2' x 6' x 30"……..	$ 91.50	$119.00	_____
_____	2' x 8' x 30"……..	$103.00	$133.50	_____
_____	4th Side Drape 6' & 8' Only…...	$ 35.00	$75.00	_____
DRAPED DISPLAY TABLES - 42" COUNTER HIGH				
Price includes white vinyl top & 3 sides				
Circle color: Blue Black Burgundy Purple Gray Red Teal White Hunter Green				
_____	2' x 4' x 42"	$104.00	$135.50	_____
_____	2' x 6' x 42"	$119.00	$154.75	_____
_____	2' x 8' x 42"	$138.50	$180.00	_____
_____	4th Side Drape 6' & 8' Only....	$ 35.00	$75.00	_____
UNDRAPED DISPLAY TABLES - 30" HIGH				
_____	2' x 4' x 30"	$42.75	$55.75	_____
_____	2' x 6' x 30"	$51.00	$66.50	_____
_____	2' x 8' x 30"	$62.00	$80.50	_____
UNDRAPED DISPLAY TABLES - 42" HIGH				
_____	2' x 4' x 42"	$56.25	$72.75	_____
_____	2' x 6' x 42"	$63.75	$82.75	_____
_____	2' x 8' x 42"	$75.00	$97.75	_____
DRAPED RISERS				
White Vinyl				
_____	4' One Step.....	$41.00	$53.50	_____
_____	6' One Step.....	$61.00	$68.50	_____
_____	Raise & Drape Package Table to 42" high…….....	$60.00	$75.00	_____

PAYMENT POLICY: Payment in full of rental charges including applicable tax, must accompany your advance order prior to Deadline Date to qualify for discount rates. All orders received after deadline date or placed at the the Service Desk will be invoiced at standard rates. Invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted.**CANCELLATION POLICY:** Items cancelled before the deadline date will be refunded at 50%. **NO REFUNDS AFTER DEADLINE DATE.**

ALL CHARGES SUBJECT TO SALES TAX (6%)
FULL PAYMENT MUST ACCOMPANY ORDER
TOTAL ALL ITEMS ORDERED
ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM
ENTER TOTAL

Company Name_____ Booth #_____
Street Address_____ Phone #_____
City_____ State_____ Zip_____ Fax#_____
Ordered by (Print or Type)_____ E-Mail_____
Signature_____ Title_____

MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH BEFORE DEADLINE DATE

NCCN **19th Annual Conference** **Advancing the Standard of Cancer Care**	VISTA CONVENTION SERVICES SOUTH	PLUSH BOOTH CARPET ORDER FORM
Westin Diplomat **Hollywood, FL** **March 13-14, 2014**	**6901 NW 26th AVENUE** **MIAMI, FL 33147** **TEL: (305) 673-1123 FAX: (305) 673-8713** **WWW.VISTACS.COM**	DEADLINE DATE: **FEBRUARY 26, 2014**

INCLUDES LABOR TO INSTALL AND REMOVE VISQUEEN COVER.

PLUSH BOOTH CARPET - 28 OZ.

Orders MUST be received by the Deadline Date above to guarantee delivery.

Carpet Size _____x_____=_____(calculate to the next full foot, 200 square feet minimum)

QTY **TOTAL**

_____ Square feet (200 square feet minimum) $3.50 per sq. ft. _____

☐ FRENCH BEIGE ☐ COLONY BLUE
☐ CHARCOAL GRAY ☐ BLACK
☐ WHITE ☐ CREAM
☐ NAVY

CANCELLATION POLICY: Items cancelled before the deadline date will be refunded at 50%.
NO REFUND AFTER DEADLINE DATE.

PAYMENT POLICY: Payment in full of rental charges including applicable tax, must accompany your Advance Order prior to Deadline Date to qualify for Discount Rates. All orders received after Deadline Date and placed at the Service Desk will be inoviced at standard rates. Invoices must be settled at the Service Desk prior to Show closing. No telephone orders accepted.

SUBJECT TO SALES TAX (6%)
FULL PAYMENT MUST ACCOMPANY ORDER
TOTAL ALL ITEMS ORDERED
ATTACH TO PAYMENT & CREDIT CARD AUTHORIZATION FORM
ENTER TOTALS

Company Name_____Booth #_____

Street Address_____Phone #_____

City_____State_____ Zip_____Fax #_____

Ordered by (Print or Type)_____E-Mail_____

Signature_____Title_____

MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH

NCCN **19th Annual Conference** **Advancing the Standard of Cancer Care**	VISTA CONVENTION SERVICES SOUTH	BOOTH CLEANING ORDER FORM
Westin Diplomat **Hollywood, FL** **March 13-14, 2014**	**6901 NW 26th AVENUE** **MIAMI, FL 33147** **TEL: (305) 673-1123 FAX: (305) 673-8713** **WWW.VISTACS.COM**	DEADLINE DATE: **FEBRUARY 26, 2014**

BOOTH CLEANING RATES

Please indicate your requirements:

☐ Daily - Vacuuming……$.32 per sq. ft.

☐ Once - Vacuuming before initial opening……..$.37 per sq. ft.

Porter Service……Rates available upon request

Calculate total:

Size of booth: _____x_____=_____sq. ft. x rate: _____x No. Of Days:_____= $_____

(Minimum charge: 100 Sq. Ft. Per Day)

Price is based on total square footage of your booth space.

NOTE: All rental carpets are delivered clean to your booth space. However, during set-up, the carpet can become spoiled. We suggest you order cleaning service at least once prior to show opening.

PAYMENT POLICY: Payment in full of rental charges including applicable tax, must accompany your advance order prior to Deadline Date to qualify for discount rates. All orders received after deadline date or placed at the the Service Desk will be invoiced at standard rates. Invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted.**CANCELLATION POLICY:** Items cancelled before the deadline date will be refunded at 50%. **NO REFUNDS AFTER DEADLINE DATE.**

FULL PAYMENT MUST ACCOMPANY ORDER
TOTAL ALL ITEMS ORDERED
ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM
ENTER TOTAL

Company Name_____Booth #_____
Street Address_____Phone #_____
City_____State_____ Zip_____Fax#_____
Ordered by (Print or Type)_____E-Mail_____
Signature_____ Title_____

MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH BEFORE DEADLINE DATE

NCCN **19th Annual Conference** **Advancing the Standard of Cancer Care**	**VISTA** **CONVENTION SERVICES SOUTH**	VCS MODULAR RENTAL UNITS
Westin Diplomat **Hollywood, FL** **March 13-14, 2014**	**6901 NW 26th AVENUE** **MIAMI, FL 33147** **TEL: (305) 673-1123 FAX: (305) 673-8713** **WWW.VISTACS.COM**	DEADLINE DATE: **FEBRUARY 26, 2014**

☐ **VCS TableTop**

Unit contains
-Lit Header - 70"x8"
-6' Draped Table
-White Foamcore or
Grey Velcro panel
-Vinyl Header
-Custom Graphics Available

Price $500.00

☐ **VCS 10G**

Unit contains
-Custom Header 10.5"x117"
-3-Graphic Panels
(Panel size - 38 1/4"x 87")
-2 -Arm Lights

Price $1,000.00

Optional Rental Accessories

Qty	Item	Price	Total
____	Side Rail (each)	$107.10	$_____

Extra Shelves

Qty	Item	Price	Total
____	1 - Shelf & 2 - Brackets	$50.00	$_____

☐ **VCS G20**

Unit contains
-2-Custom Headers 10.5"x117"
-6-Graphic Panels
(Panel Size - 38 1/4"x87")
-4-Arm Lights

Price $1,900.00

☐ Lockable Counters (White only)

Qty	Item	Price	Total
___	40"L x 42"H x 18"W	$250.00	$_____
___	80"L x 30"H x 22"W	$350.00	$_____

Sample pictures are of a 30" counter.

Custom units available. Please call for pricing.

All graphics must be sent per the graphic guidelines and sized according to the dimensions stated above.

Header Copy:

PAYMENT POLICY: Payment in full of rental charges including applicable tax, must accompany your advance order prior to Deadline Date to qualify for discount rates. All orders received after deadline date or placed at the the Service Desk will be invoiced at standard rates. Invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted.**CANCELLATION POLICY:** Items cancelled before the deadline date will be refunded at 50%. **NO REFUNDS AFTER DEADLINE DATE.**

ALL CHARGES SUBJECT TO SALES TAX (6%)
FULL PAYMENT MUST ACCOMPANY ORDER
TOTAL ALL ITEMS ORDERED
ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM
ENTER TOTAL

Company Name_____Booth #_____
Street Address_____Phone #_____
City_____State_____ Zip_____Fax#_____
Ordered by (Print or Type)_____E-Mail_____
Signature_____ Title_____

MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH BEFORE DEADLINE DATE

NCCN **19th Annual Conference** **Advancing the Standard of Cancer Care**	VISTA CONVENTION SERVICES SOUTH	SPECIAL SIGNS
Westin Diplomat **Hollywood, FL** **March 13-14, 2014**	**6901 NW 26th AVENUE** **MIAMI, FL 33147** **TEL: (305) 673-1123 FAX: (305) 673-8713** **WWW.VISTACS.COM**	DEADLINE DATE: **MARCH 4, 2014**

PRICES BASED ON BLOCK LETTERS, BLACK VINYL LETTERING ON WHITE SHOWCARD. 10 WORDS OR LESS.

Quantity	Size	Vinyl Prices	Digital Printed Prices	Amount
_____	7" x 11"	$30.00	$55.00	$_____
_____	7" x 44"	$35.00	$60.00	$_____
_____	11" x 14"	$45.00	$70.00	$_____
_____	14" x 22"	$50.00	$75.00	$_____
_____	22" x 28"	$75.00	$100.00	$_____
_____	28" x 44"	$105.00	$130.00	$_____

1. Over 10 words add $2.35 per word.
2. Colored showcard and each change in color in copy will be quoted upon request.
3. Easel back applied to sign add $7.50.
4. PRICES WILL BE QUOTED ON ALL SPECIAL WORK (digital graphics, logo's, special fonts, etc.)
5. NO GUARANTEED DELIVERY TIME ON ORDERS PLACED AT SHOW SITE.
6. ORDERS AFTER DEADLINE ADD 20%
7. Please utilize one of the following programs: Adobe Acrobat Professional 8.0, Adobe Illustrator CS3, Photoshop CS3, Quark Express 6.1 or Adobe InDesign CS3. For further details, refer to the Graphic Guidelines page.

Vertical ☐ Horizontal ☐ Color of Background _____ Color of Lettering _____

Please type desired copy below or attach a separate sheet

PAYMENT POLICY: Payment in full of rental charges including applicable tax, must accompany your advance order prior to Deadline Date to qualify for discount rates. All orders received after deadline date or placed at the the Service Desk will be invoiced at standard rates. Invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted.**CANCELLATION POLICY:** Items cancelled before the deadline date will be refunded at 50%. **NO REFUNDS AFTER DEADLINE DATE.**

ALL CHARGES SUBJECT TO SALES TAX (6%)
FULL PAYMENT MUST ACCOMPANY ORDER
TOTAL ALL ITEMS ORDERED
ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM
ENTER TOTAL

Company Name_____ Booth #_____
Street Address_____ Phone #_____
City_____ State_____ Zip_____ Fax#_____
Ordered by (Print or Type)_____ E-Mail_____
Signature_____ Title_____

MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH BEFORE DEADLINE DATE

NCCN **19th Annual Conference** **Advancing the Standard of Cancer Care**	VISTA CONVENTION SERVICES SOUTH	GRAPHIC GUIDELINES
Westin Diplomat **Hollywood, FL** **March 13-14, 2014**	**6901 NW 26th AVENUE** **MIAMI, FL 33147** **TEL: (305) 673-1123 FAX: (305) 673-8713** **WWW.VISTACS.COM**	DEADLINE DATE: **MARCH 4, 2014**

Graphic Guidelines

We can accept graphic files created with the following programs:

- Adobe Acrobat Professional 8.0
- Adobe Illustrator CS3
- Photoshop CS3
- Quark Express 6.1
- Adobe InDesign CS3

We prefer to work with Adobe Acrobat high resolution PDF files. However we will also accept:

Files created on a Mac or Windows platform are equally acceptable. Except Quark Express files created on a Mac, those graphics must be sent as high resolution PDF files.

Whenever possible, we prefer artwork saved as vector files, which can be resized without losing resolution. ALL vector files MUST have fonts converted to outlines or curves.

Any bitmapped or raster files, such as .tif, .bmp, .jpeg, must be of sufficient resolution to print properly at the intended dimensions. If uncertain as to requirements please consult us before sending files.

Files which have been created for web publication, or logos which are scanned from letterheads are NOT accepted for large format digital printing.

We are not responsible for spelling mistakes on text or low resolution images sent by clients. A fee applies for replacing the sign.

Color Matching
Please provide a method for us to accurately reproduce the colors you require for your graphics. Colors specified using the Pantone ® color matching system is the preferred method.

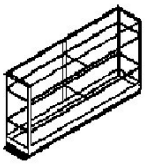
Sending Files
Files which are not overly large can be sent by e-mail. If you have a FTP site we could download the file if you send the information we need. Otherwise we would prefer files sent on a CD. When preparing files please be sure to save all text as curves or outlines and/or include all the fonts which you have used to create your files (true or open type font only). If you have any questions, please contact us before sending your files.

Forward any graphics to our office:

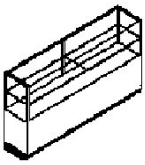
Vista Convention Services South
6901 NW 26th Avenue
Miami, FL 33147
Tel: (305) 673-1123
Fax: (305) 673-8713
Email: vistasouth@vistacs.com

NCCN 19th Annual Conference Advancing the Standard of Cancer Care	VISTA CONVENTION SERVICES SOUTH	SHOWCASE ORDER FORM
Westin Diplomat Hollywood, FL March 13-14, 2014	**6901 NW 26th AVENUE MIAMI, FL 33147 TEL: (305) 673-1123 FAX: (305) 673-8713 WWW.VISTACS.COM**	DEADLINE DATE: **FEBRUARY 26, 2014**

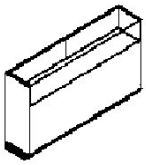
Showcases



FULL VISION

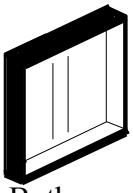


HALF VISION

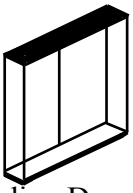


QUARTER VISION

The above Counter Cases are 38" High - 20" Deep, Light and Locks (Electrical Outlet NOT included)



Regular Wall Case - 84" High



See through Wall Case - 84" High

Both cases 18" Deep, Adjustable Glass Shelves, Glass Sliding Doors & Light, Walnut Finish
(Electrical Outlet NOT included)

Please indicate your requirements:

Quantity	Type of Showcase	Price - Each	Amount
_____	6' Full Vision	$396.75	$_____
_____	6' Half Vision	$396.75	$_____
_____	6' Quarter Vision	$396.75	$_____
_____	6' Regular Wall Case	$447.75	$_____
_____	6' See through Wall Case	$566.50	$_____

Please note: All showcase orders received after the deadline date will be charged an additional 30%
Rental price includes delivery to and removal from your booth space.

PAYMENT POLICY: Payment in full of rental charges including applicable tax, must accompany your advance order prior to Deadline Date to qualify for discount rates. All orders received after deadline date or placed at the the Service Desk will be invoiced at standard rates. Invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted.**CANCELLATION POLICY:** Items cancelled before the deadline date will be refunded at 50%. **NO REFUNDS AFTER DEADLINE DATE.**

ALL CHARGES SUBJECT TO SALES TAX (6%)
FULL PAYMENT MUST ACCOMPANY ORDER
TOTAL ALL ITEMS ORDERED
ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM
ENTER TOTAL

Company Name_____Booth #_____
Street Address_____Phone #_____
City_____State_____ Zip_____Fax#_____
Ordered by (Print or Type)_____E-Mail_____
Signature_____ Title_____

MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH BEFORE DEADLINE DATE

NCCN **19th Annual Conference** **Advancing the Standard of Cancer Care**		INTENT TO USE NON-OFFICIAL CONTRACTORS
Westin Diplomat **Hollywood, FL** **March 13-14, 2014**	**6901 NW 26th AVENUE** **MIAMI, FL 33147** **TEL: (305) 673-1123 FAX: (305) 673-8713** **WWW.VISTACS.COM**	DEADLINE DATE: **FEBRUARY 26, 2014**

Intent to Use Non-Official Contractors

A Non-Official Contractor is: Any individual who is not a full-time permanent employee of an exhibiting firm, who is providing a service to an exhibitor on-site at the convention facility and does not represent one or more of the official contractors.

1. Exhibitors who choose to use a Non-Official Contractor must complete and sign this form. It must be received at Vista Convention Services South no later than the **Deadline Date** shown above. No extensions or exceptions will be granted after the published deadline.

2. The Non-Official Contractor must provide Vista Convention Services South with a valid and current Certificate of Insurance naming Vista Convention Services South as the Certificate Holder. This certificate must be received no later than the **Deadline Date** shown above. No extensions or exceptions will be granted after the published deadline.

3. Failure to provide Vista Convention Services South with the above items 1 and 2 will result in said firms being required to hire installation and dismantling labor from Vista Convention Services South. Non-official contractors will be able to provide supervision only.

4. All representatives of the Non-Official Contractors must obtain an "Exhibit Crew" badge at Vista Convention Services South Labor Desk.

Exhibiting Firm:_____ **Booth #:**_____

Authorized Name & Title:_____

Authorized Signature:_____

Full Name of Non-Official Contractor:_____

Complete Address:_____

City, State:_____ **Zip Code:**_____

Phone Number:_____ **Fax Number:**_____

Non-Official Contractor "Show Site" Representative:_____

Type of Service to Be Performed: _____

_____

_____

_____

_____

Retain one copy for your files.

Limits of Liability and Responsibility for Labor

1. Vista Convention Services South shall not be responsible for damage to be uncrated materials, material improperly packed, or concealed.

2. Vista Convention Services South shall not be responsible for loss, theft, or disappearance of exhibitor's material after same has been delivered to exhibitor's booth.

3. Vista Convention Services South shall not be responsible for loss, theft or disappearance of materials before they are picked up from exhibitors' booth for reloading after the show. Bill-of-Lading covering outgoing shipments, which are furnished by Vista Convention Services South to exhibitor, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur.

4. Vista Convention Services South shall not be responsible for any loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.

5. Vista Convention Services South liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event Vista Convention Services South maximum liability shall be limited to $.30 per pound per article with a maximum liability of $50.00 per item, or $1,000.00 per shipment, whichever is less.

6. Vista Convention Services South shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.

7. The consignment or delivery of a shipment to Vista Convention Services South by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.

NCCN **19th Annual Conference** **Advancing the Standard of Cancer Care**	**VISTA** **CONVENTION SERVICES SOUTH**	THIRD PARTY AUTHORIZATION FORM
Westin Diplomat **Hollywood, FL** **March 13-14, 2014**	**6901 NW 26th AVENUE** **MIAMI, FL 33147** **TEL: (305) 673-1123 FAX: (305) 673-8713** **WWW.VISTACS.COM**	DEADLINE DATE: **FEBRUARY 26, 2014**

You may arrange for a third party to handle your display and be billed for services. **Vista Convention Services** will agree to this arrangement if the third party has a satisfactory payment record with us. **BOTH** firms must complete this form. Return this form by the Discounted Deadline Date. In the event of nonpayment by the third party, the exhibitor agrees to accept responsibility for payment of all charges incurred. **Should the third party fail to present full payment at show site, the exhibitor will assume responsibility for payment.**

EXHIBITING COMPANY NAME:_____ BOOTH#_____

CONTACT PERSON:_____

SIGNATURE:_____

CHECK ITEMS TO BE BILLED TO THIRD PARTY:

____All Services ____Air Freight ____Audiovisual ____ Booth Cleaning
Material Handling/In and Out

____I&D Labor ____Rental Furniture and Carpet _____Signs Other (Please specify)
_____

THIRD PARTY'S CREDIT CARD CHARGE AUTHORIZATION (Information must be provided.)

MasterCard Visa American Express Expiration Date_____

Corporate Personal

Account Number | | | | | | | | | | | | | | | | |

PURCHASING CARD: VISA & MASTERCARD REQUIRES YOUR CUSTOMER CODE NUMBER _____

Cardholder's Signature_____

Print Name_____

Cardholder's Billing Address_____**City**_____**State**_____ **Zip**_____**Country**_____

THIRD PARTY NAME:_____

CONTACT PERSON:_____**SIGNATURE:**_____

SHOW SITE REPRESENTATIVE:_____

PHONE NUMBER:_____**FAX NUMBER:**_____

Retain one copy for your files. Attach the original to the PAYMENT AND CREDIT CARD CHARGE AUTHORIZATION form.

DISCOUNTED DEADLINE DATE: TUESDAY, FEBRUARY 26, 2014

NCCN **19th Annual Conference** **Advancing the Standard of Cancer Care**	**VISTA** **CONVENTION SERVICES SOUTH**	LABOR ORDER FORM
Westin Diplomat **Hollywood, FL** **March 13-14, 2014**	**6901 NW 26th AVENUE** **MIAMI, FL 33147** **TEL: (305) 673-1123 FAX: (305) 673-8713** **WWW.VISTACS.COM**	DEADLINE DATE: **FEBRUARY 26, 2014**

Display Labor for Installation and Dismantling of Exhibits

Display Labor Rates:

Straight Time
$64 per hour
One hour minimum per worker
Thereafter 1/2 hr. increments

ST: 8:00AM to 3:30PM
Monday through Friday

Overtime
$96 per hour
One hour minimum per worker
Thereafter 1/2 hr. increments

OT: Before 8:00AM and after 3:30PM
Monday through Friday and all hours
on Saturday and Sunday

ALL LABOR ORDERS RECEIVED AFTER THE ABOVE SPECIFIED DEADLINE DATE WILL BE CHARGED AN ADDITIONAL 25%

PLEASE NOTE: 8:00 AM is the only guaranteed starting time. All the other orders will be filled as labor is available. **All labor must be signed in/out at the Service Desk.** Exhibitors not checked in by their requested starting times are subject to a 1 hour minimum charge per man ordered, unless we received written cancellation 24 hours prior to starting time.

Please indicate the type of labor requested:

_____**PLAN A - EXHIBITOR'S SUPERVISION -** All work performed must be under the supervision of the Exhibitor.

	No. Men	Date	Time	Approx. Hours
Set-up				
Dismantle				

_____**PLAN B - VISTA CONVENTION SERVICES SUPERVISION -** Hourly rate plus 35% Supervision Charge/Minimum $35.00

Name of Carrier_____ # Crates_____ Cartons_____ Skids_____

Shipped to: _____Warehouse _____Showsite _____Display Includes Carpet _____Vista's Rental Carpet

SET-UP DIAGRAMS MUST BE INCLUDED WITH LABOR ORDER PLAN B: VISTA SUPERVISION

After Dismantle Return Display To (Shipping Address):_____

_____

_____**VIA:**_____

Vista shall not be responsible for damage, loss, or theft of display installed and/or dismantled under our Supervision. Vista shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booths for reloading after the show.

PAYMENT POLICY: CREDIT CARD INFORMATION MUST BE ON FILE FOR SET-UP & DISMANTLE LABOR ORDERS

Company Name_____Booth _____

Street Address_____Phone #_____

City_____ State_____ Zip_____Fax#_____

Ordered by (Print or Type)_____E-Mail_____

Signature_____Title _____

CREDIT CARD: ☐ M/C ☐ VISA ☐ AMEX	ACCOUNT NUMBER:																								EXPIRATION DATE:

CARDHOLDERS SIGNATURE:	CARDHOLDERS NAME:

MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH

Union Jurisdictions

Exhibit Labor Jurisdictions

Union exhibit labor claims jurisdiction for the installing, dismantling, and cleaning of prefabricated exhibits and displays when this work is done by persons other than fulltime company personnel. Labor may be employed by completion of labor forms enclosed in the exhibitor kit. They are not required to put your products on display, to open cartons containing your products, nor to perform testing, maintenance, or repairs on your products. If, however, you hire any laborer to assist you, it should be through the Official Contractor.

Freight Handling Jurisdiction

Vista Convention Services South has the responsibility of receiving and handling all exhibits material and empty crates for a fee as published on the enclosed Material Handling page. It is their responsibility to manage docks and schedule vehicles for the smooth and efficient move in and move out of the exhibition. Vista Convention Services South will not be responsible, however, for any materials, they do not handle. Vista Convention Services South will have complete control of the loading dock at all times. If you wish to unload or load you must report to the Vista Convention Services South Service Desk. Do not proceed to the docks until told to do so.

Vehicle must not be left to unattended at the loading areas. Any unattended vehicles will be towed away at owner's expense.

The Fire Marshal absolutely prohibits the storage of empty containers in the exhibit hall. Arrangements are available with Vista Convention Services South to store empty crates. Please refer to the Material Handling and Shipping Information pages for more information.

Gratuities

Tipping is expressly prohibited. This includes such practices as giving money, merchandise, or other special consideration for services rendered. Do not give coffee breaks other than mid-morning and mid-afternoon, when the union has a paid break. Any attempt to solicit a gratuity by an employee for any service should be reported immediately to the Exhibit Manager and Vista Convention Services South.

In General

Craftsmen at all levels must be instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions originated by labor are to be expressed only to Vista Convention Services South and/or the Exhibit Manager. Exhibitors are asked to refrain from voicing labor complaints directly to craft personnel. Any questions regarding contract labor should be directed to the Exhibit Manager or Vista Convention Services South.

NCCN **19th Annual Conference** **Advancing the Standard of Cancer Care**	**VISTA CONVENTION SERVICES SOUTH** **6901 NW 26th AVENUE** **MIAMI, FL 33147** **TEL: (305) 673-1123 FAX: (305) 673-8713** **WWW.VISTACS.COM**	MATERIAL HANDLING SERVICES & RATES
Westin Diplomat **Hollywood, FL** **March 13-14, 2014**		DEADLINE DATE: **MARCH 5, 2014**

Material Handling Services & Rates

Rates include all labor and equipment required to unload shipment, store up to 30 days in advance at the warehouse address, deliver to booth, handle empty containers to and from storage and remove shipment from booth for reloading onto outbound carriers. ***Please note: 200lbs. minimum for this service.***

Crated and/or Skidded Floor Load Shipments including Special Handling

These shipments include ground loading, side door loading, constricted space loading, designated piece loading or stacked shipments. All freight received at the warehouse and/or showsite that must be moved **in or out of** your booth before 8:00AM or after 3:30PM on weekdays or anytime on Saturday, Sunday or holidays will be charged **overtime**.

Type of Rate	Price per CWT *(Minimum charge 200 lbs.)*		Total CWT (1CWT=100 lbs.)		Total
Warehouse Rate	$125.40 per CWT	X	_____	=	_____
Showsite Rate	$131.35 per CWT	X	_____	=	_____
OT Rate	$164.20 per CWT	X	_____	=	_____

Shipping Information

What you should know:

* As an exhibitor, you are responsible for providing your carrier with proper delivery and pickup information for your materials, both in advance and at showsite.

* Please prepay all shipping charges. Vista Convention Services South cannot accept or be responsible for collect shipments. All shipments must be accompanied by a Bill-of-Lading. Shipments received without receipts, freight bills or specified unit counts (UPS, Federal Express, personal vehicles, etc.) will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Vista Convention Services South for such shipments. Shipments without certified weight documents will be estimated by Vista Convention Services South. This estimate will be binding on both parties and no adjustments will be made after the show closes.

* **Do not ship uncrated materials to the warehouse! Loose, uncrated or unskidded materials will be accepted at showsite only. Uncrated shipments received at showsite are charged at higher handling rates than crated, skidded or otherwise self -contained shipments.**

* Separate mixed van shipments between crated and uncrated. Clearly identify the weights of each on the Bill-of-Lading. Otherwise, Vista Convention Services South will invoice the entire load at the uncrated rate and will be unable to adjust the charges later.

* Select your carrier carefully. Shipments received on vehicles that cannot be unloaded at the dock are considered "special handling" and are charged at higher rates.

* All shipments for the show received either in advance or at showsite will be charged material handling by Vista Convention Services South. Refer to the *Material Handling Service and Rates Form*.

* All material handling rates are roundtrip and are based on incoming weights only. Overtime charges may apply under some circumstances. Please refer to the *Material Handling Service and Rates Form.*

* If granted permission for early move-in (off-target move-in) by show management and Vista Convention Services South, the exhibitor is required to use Vista Convention Services South labor for booth installation.

Material Handling includes:

* Storing your booth in our warehouse for up to 30 days in advance of the show. (Advance shipments only)
* Delivering materials to your booth at showsite.
* Removing empty containers from your booth, storing them for the duration of the show, then returning them to your booth at close of the show.
* Moving packed and labeled materials from your booth to the dock area at close of show and reloading them on designated vehicles based on information provided on your showsite Bill-of-Lading.

Material Handling <u>does not</u> include:

* Labor and/or equipment for uncrating, unskidding, assembling, position, leveling, dismantling, recrating and reskidding machinery and/or equipment for exhibitors. Additional labor to accomplish these tasks may be ordered from the various labor order forms enclosed. Scheduling any carrier for pick up or delivery of your materials, if other than the official show carrier(s).

NCCN **19th Annual Conference** **Advancing the Standard of Cancer Care**	VISTA CONVENTION SERVICES SOUTH	SHIPPING INSTRUCTIONS
Westin Diplomat **Hollywood, FL** **March 13-14, 2014**	**6901 NW 26th AVENUE** **MIAMI, FL 33147** **TEL: (305) 673-1123 FAX: (305) 673-8713** **WWW.VISTACS.COM**	

Shipping Instructions

Freight Handling Services:

Vista Convention Services South is prepared to receive your shipment either in advance at our local warehouse or directly at the exhibit site. You may ship via the carrier of your choice.

Rates are based on the incoming weight of shipments. **For rate information, see the MATERIAL HANDLING SERVICE AND RATES order form. Vista Convention Services South must have payment before forwarding freight.**

SHIPPING IN ADVANCE TO THE WAREHOUSE:

All advance shipments to the warehouse should be addressed/labeled as follows:

TO: NCCN 19th ANNUAL CONFERENCE
(Exhibiting Company's Name & Booth Number)
C/O VISTA CONVENTION SERVICES SOUTH
6901 NW 26th AVENUE
MIAMI, FL 33147

- **To trace your shipment, please contact the Customer Service Department at (305) 673-1123.**
- Shipments will be received beginning **FEBRUARY 11, 2014**
- Shipments received after the deadline of **MARCH 5, 2014 will be charged an additional 25% surcharge.**
- **S**hipments received after **3:30PM** will be charged an **overtime rate**.
- Advance warehouse receiving hours are **Monday through Friday, 8:00AM to 3:30PM**
- Carriers checking in **after 3:30PM Monday through Friday** will not be guaranteed unloading.
- Warehouse shipments will not be received on weekends or holidays.

SHIPPING DIRECTLY TO SHOWSITE:

All direct shipments to showsite should be addressed/labeled as follows:

TO: NCCN 19th ANNUAL CONFERENCE
(Exhibiting Company's Name & Booth Number)
WESTIN DIPLOMAT RESORT & SPA
C/O VISTA CONVENTION SERVICES SOUTH
3555 SOUTH OCEAN DRIVE
HOLLYWOOD, FL 33019

Showsite shipments will be received beginning:
WEDNESDAY, MARCH 12, 2014 11:00AM - 4:30PM
SHIPMENTS ARRIVING AT SHOWSITE PRIOR TO THIS DATE AND TIME MAY BE REFUSED BY THE VENUE AND/OR CHARGED AN ADDITIONAL FEE.

Shipping Instructions
(continued)

Shipping Outbound from Showsite

- All outbound shipments must be accompanied by an official show Bill-of-Lading.
- You may obtain show bills of lading after reviewing your invoice at showsite.
- When shipping to separate destinations, a separate Bill-of-Lading is required for each destination.
- All outbound shipments should be addressed/labeled as follows:

FROM:	**(Your Company Name)**
BOOTH #:	
SHOW NAME:	**NCCN 19th ANNUAL CONFERENCE**
LOCATION:	**WESTIN DIPLOMAT**
TO:	**(Shipping Address)**

- Once your shipment is packed and labeled, return your show Bill-of-Lading to the Vista Convention Services South Service Desk.
- All Bill-of-Ladings must be turned in no later than **6:30PM on MARCH 14, 2014**

DO NOT LEAVE BILLS OF LADING IN YOUR BOOTH!

- Failure to turn in your show bill of lading by the designated deadline may result in additional overtimes charges and/or the rerouting of your materials.
- Be sure to confirm pickup day(s) and time(s) with your selected carrier. All outside carriers (carriers other than **UPS Tradeshow Freight Services)** must be checked in no later than **7:00PM on MARCH 14, 2014.**

6901 NW 26th AVENUE
MIAMI, FL 33147
TEL: (305) 673-1123 FAX: (305) 673-8713
WWW.VISTACS.COM

Limits of Liability

* Vista Convention Services South shall not be responsible for damage to uncrated materials, material improperly packed, or concealed damage.

* Vista Convention Services South shall not be responsible for loss, theft, or disappearance of exhibitor's material after same has been delivered to exhibitor's booth.

* Vista Convention Services South shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. Bill of lading covering outgoing shipments, which are furnished by Vista Convention Services to exhibitor, will be checked at time of actual pick up from booth and corrections made where discrepancies occur.

* Vista Convention Services South shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.

* Vista Convention Services South's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event, Vista Convention Services South's maximum liability shall be limited to $.30 per pound per article with a maximum liability of $50.00 per item, or $1,000.00 per shipment; whichever is less.

* Vista Convention Services South shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.

* The consignment or delivery of a shipment to Vista Convention Services South by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.

* Rates are based on incoming weight only. All weights are rounded off to the next 100 weight. Each shipment received is considered separately. Freight handling charges are the responsibility of the exhibitor.

* Exhibitors are urged to carry all-risk floater insurance covering their materials against damage, loss, and all other hazards from the time shipment is made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost.

* Empty container labels will be available at the Service Desk. Affixing the labels is the sole responsibility of the exhibitor or his representative. Vista South assumes no responsibility for removal of containers with old Empty labels, mislabeled, or valuables stored inside containers while containers are in storage.

* Outbound shipping labels and bills of lading will be available at the Service Desk. Exhibitor or his/her representative must pack and label their exhibit material and turn in bill of lading for each shipment at the Service Desk before leaving the show. Vista will route all shipments unless a designated carrier has been assigned. If the designated carrier fails to pick up by the removal date of the show, Vista South reserves the right to route exhibit material by an alternate carrier. As a result of re-routing or handling no liability will be assumed by Vista South.

NCCN **19th Annual Conference** **Advancing the Standard of Cancer Care**	**VISTA** **CONVENTION SERVICES SOUTH**	IMPORTANT FREIGHT INFORMATION
Westin Diplomat **Hollywood, FL** **March 13-14, 2014**	**6901 NW 26th AVENUE** **MIAMI, FL 33147** **TEL: (305) 673-1123 FAX: (305) 673-8713** **WWW.VISTACS.COM**	

Important Freight Information

Definition of Special Handling:
"Shipments that are loaded in such a manner as to require additional labor to unload, sort and deliver."

Vista Convention Services South uses the following definitions in assessing Special Handling surcharges for material handling:

⇒ **Ground Load/Unload -** Vehicles that are not dock height preventing the use of loading docks, such as U-Hauls, flat bed trailers, double drops, etc. Situations where dock utilization is not possible will result in a Special Handling assessment.

⇒ **Side Door Load/Unload -** Shipments that cannot be accessed from the rear of the trailer.

⇒ **Constricted Space Load/Unload -** Trailers loaded "high and tight", shipments that are loaded in such a manner as to not be readily available (freight down one side of a trailer that must be bypassed to reach targeted freight).

⇒ **Designated Piece Load -** Driver with tape measure who requires loading crew to bring multiple pieces of freight to rear of trailer to select next piece; having to unload and reload to fit, etc.

⇒ **Stacked Shipments -** Shipments loaded in such a manner as to require items to be removed to ground level for delivery to booth. Loose items stacked on top of crates and/ or pallets constitute special handling.

⇒ **Mixed Shipments -** Multiple shipments delivered together without shipment integrity; pieces for separate shipments that are loaded mixed throughout the delivery vehicle, such as UPS, FedEx, DHL, USPS.

⇒ **Improper delivery receipts -** Shipments that arrive without individual bills of lading, such as UPS, FedEx, DHL and USPS.

Material Handling Special Services

Empty Storage

Those exhibitors who elect to **hand-carry in one trip** items into the exhibit hall without the assistance of Vista Convention Services South may acquire on-site storage for empty containers based on the following rates: $20.00 per carton and $30.00 per fiber case. This service includes removing empties from your booth, storing them during the show and returning them to your booth after show closing. Please refer to the union regulations included in this manual.

Mobile Unit Spotting

Exhibitors authorized by show management to bring a motorized vehicle into the exhibit hall will be required to hire Vista Convention Services South supervision services at the rate of $275.00 round-trip per mobile unit. A representative from Vista Convention Services South will escort each vehicle into and out of the exhibit facility to provide safe access and minimize liabilities.

Shipments Returned to Warehouse

At the close of show, for re-forwarding or storage, there will be an additional charge for shipments returned to our warehouse. The initial and minimum fee is $50.00 up to the first 100 lbs. For shipments over 100 lbs, a fee of $25.00 per cwt. on straight time and $30.00 per cwt. on overtime will apply. Warehouse storage space is limited. Please call our Customer Service Department at (305) 673-1123 to confirm availability prior to show.

Special Rates and Services

Steel banding is available at $1.05 per linear foot, plus one-half hour minimum labor.

UPS & FEDEX Shipments

A fee of $75.00 will apply for all UPS & FedEx shipments going back to Vista Convention Services South Warehouse.

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM:_____

_____

_____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

NCCN 19th ANNUAL CONFERENCE
C/O VISTA CONVENTION SERVICES SOUTH
6901 NW 26TH AVE
MIAMI, FL 33147

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM:_____

_____

_____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

NCCN 19th ANNUAL CONFERENCE
C/O VISTA CONVENTION SERVICES SOUTH
6901 NW 26TH AVE
MIAMI, FL 33147

FOR ADVANCE SHIPMENTS ONLY

DELIVER NO LATER THAN MARCH 5, 2014.
RECEIVING 8AM - 3:30PM, MONDAY - FRIDAY, CHECK IN BY 3:00PM.

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM:_____

_____

_____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

NCCN 19th ANNUAL CONFERENCE
C/O VISTA CONVENTION SERVICES SOUTH
6901 NW 26TH AVE
MIAMI, FL 33147

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM:_____

_____

_____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

NCCN 19th ANNUAL CONFERENCE
C/O VISTA CONVENTION SERVICES SOUTH
6901 NW 26TH AVE
MIAMI, FL 33147

ON-SITE DIRECT SHIPMENTS ONLY

FROM:_____

_____

_____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

NCCN 19th ANNUAL CONFERENCE
WESTIN DIPLOMAT
C/O VISTA CONVENTION SERVICES SOUTH
3555 SOUTH OCEAN DRIVE
HOLLYWOOD, FL 33019

ON-SITE DIRECT SHIPMENTS ONLY

FROM:_____

_____

_____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

NCCN 19th ANNUAL CONFERENCE
WESTIN DIPLOMAT
C/O VISTA CONVENTION SERVICES SOUTH
3555 SOUTH OCEAN DRIVE
HOLLYWOOD, FL 33019

FOR ON-SITE DIRECT SHIPMENTS ONLY

ON-SITE DIRECT SHIPMENTS ONLY

FROM:_____

_____

_____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

NCCN 19th ANNUAL CONFERENCE
WESTIN DIPLOMAT
C/O VISTA CONVENTION SERVICES SOUTH
3555 SOUTH OCEAN DRIVE
HOLLYWOOD, FL 33019

ON-SITE DIRECT SHIPMENTS ONLY

FROM:_____

_____

_____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

NCCN 19th ANNUAL CONFERENCE
WESTIN DIPLOMAT
C/O VISTA CONVENTION SERVICES SOUTH
3555 SOUTH OCEAN DRIVE
HOLLYWOOD, FL 33019

LAT Conference SERVICES
VALUE | SERVICE | SELECTION

Blackberry Handheld

RATES ARE FOR THE ENTIRE SHOW

EXHIBITOR INFORMATION (Please write clearly)

Company Name _____

Billing Contact _____

Billing Address _____

City, State, Zip _____

Billing Phone _____

Fax _____

Email Address _____

NCCN 19th Annual Conference
March 13-15, 2014
The Westin Diplomat

Delivery Contact _____

Booth # _____

Onsite Cell #: _____

LEAD RETRIEVAL SOLUTIONS:	IF ORDERED BY: 2/25/14		IF ORDERED AFTER: 2/25/14	QTY	TOTAL PRICE
Swiftium Handheld-**ONLINE** **Battery** operated wireless handheld system with built in scanner, display, qualifiers. Leads available to exhibitor **online** instantly.	**$475.00**		**$495.00**		
OPTIONAL-- Custom Qualifying Questions	$65.00		n/a		
OPTIONAL-- Booth Delivery & Setup*	$65.00		n/a		
OPTIONAL-- Mini Printer	$65.00		n/a		
OPTIONAL--Damage Waiver**	3% of rental		n/a		
OPTIONAL-Post Show Leads Backup***	$65.00		$65.00		

NOTES

Delivered units must be returned to the LAT Service Desk by exhibitor at the end of the event.

*All equipment must be picked up from the LAT service desk unless delivery option is chosen.

**Client not be responsible for any equipment damage if chosen.

***LAT will backup client's leads, as extra security, when terminal is returned at the end of the event.

Subtotal

Tax (6%):

Total:

LAT = LAT Conference Services

Submit Order Form and Payment To:

Jeff J. Olszewski
LAT Conference Services
7710 White Ash Street
Orlando, FL 32819
(407) 248-0046
(407) 233-1436, fax
jeff@LATConferenceServices.com
LATConferenceServices.com

****** Rental Payment is Due in Advance ******

Rental Payment: ____V/MC ____ AMEX _____ Check

Card #:_____Exp.Date:_____

SEC #: _____

Card Holder Name:_____

Card holder & signature represents above company or companies.

Authorized Signature: *** _____

*** I authorize this credit card to be used as payment for this contract. ***

Rental rates are based on the entire show including setup day. Customer is responsible for all loss or damage to equipment. All orders are subject to LAT standard terms and conditions. A company representative **MUST** be present upon delivery and pick up or additional fee may apply. 100% cancellation fee may apply for orders cancelled up to 10 days before the show. Any items cancelled on-site will be charged 100% cancellation fee. Prices subject to availability. **Drayage/union/handling fees are not included.**

National Comprehensive Cancer Network
Lead Retrieval Custom Qualifying Questions

To achieve the best return on investment at the NCCN Annual Conference, you have the option of creating your own Custom Qualifying Questions for your equipment rental. Capture your potential customer's interest in a specific product or service, or indicate next step of action by a specific member of your team by creating Custom Qualifying Questions.

The following are our standard Qualifying Questions that come with your equipment rental:

1. Email Catalog
2. Email Literature
3. Email Quote
4. Have Salesperson Call
5. Schedule Demo
6. Provide Samples
7. Immediate Need
8. Purchasing Manager
9. Has Final Say
10. Recommends

For an additional fee (see order form), you can create 10 of your very own questions. List your Custom Qualifying Questions below and include this page with your order form. Yes/No type questions of 30 characters or less.

1. _____ 6. _____

2. _____ 7. _____

3. _____ 8. _____

4. _____ 9. _____

5. _____ 10. _____

Company Name _____ Booth # _____

Contact _____ Phone # _____

Edd Helms Electric
Special Event Power & Lighting

17850 NE 5th Avenue – Miami, Florida 33162-1008 – www.eddhelms.com
c/o The Westin Diplomat Resort & Spa, 3555 S. Ocean Drive, Hollywood, FL 33019
Telephone: (954) 527-2515 - Fax: (954) 458-9067
Direct Contact: **Michelle Pfefferkorn - Direct Line: (954) 602-8946 – Email: mpfefferkorn@eddhelms.com**

NCCN 19TH ANNUAL CONFERENCE
MARCH 26-28, 2014
WESTIN DIPLOMAT RESORT & SPA, HOLLYWOOD, FLORIDA

ELECTRICAL SERVICE INSTRUCTION AND INFORMATION FORM

Order Online at www.eddhelmstradeshows.com.
You can create a Login and Password or place your order as a "guest."
Enter Event ID# 788QPJU
Complete the Exhibitor Information fields and continue to the order form.

Order must be placed online no later than MARCH 12, 2014 to secure the advanced rate. The standard rate will apply to all orders received after that date. Be sure you complete the online order through to the end and you receive an email confirmation. If you receive an email stating "Not Processed", your order did not process.

- Island Booths, 208V & higher and any special requests for the location of outlets, other than the rear of the booth, will require labor & material charges. A detailed layout on a grid or CAD drawing in PDF format showing special locations and orientation must be emailed to complete your order. Send to mpfefferkorn@eddhelms.com;
- If you are tax exempt in the State of Florida, you must submit a copy of your Annual Resale Certificate or tax will be charged;
- For questions and/or further information, please contact us at the number listed above.

Thank you.

Exhibitor Event Technology Order Form

THE WESTIN DIPLOMAT RESORT & SPA HOLLYWOOD, FLORIDA

Tell us a little about the event...

Event Name: _____

Event Dates: _____

Event Location: _____

Tell us a little about yourself...

Your Name: _____ Company Name: _____

Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____ Email: _____

Just a little more information...

On-Site Contact: _____ On-Site Cell Phone: _____

Room: _____ Booth #: _____

Delivery Date/Time: _____@_____ Pick Up Date/Time: _____@_____

What do you need?

Item	Rate	Qty	# Days	Total
Laptop – Windows XP, Office 2010	$275	x _____	x _____	= _____
19" LCD Monitor -15 pin VGA input only	$175	x _____	x _____	= _____
32" HDTV LCD Monitor (stand not included)	$325	x _____	x _____	= _____
50" HDTV LCD Monitor (stand not included)	$600	x _____	x _____	= _____
Monitor Floor Stand for 32" & 50" monitors	$125	x _____	x _____	= _____
Blu-Ray Player Single Disk (requires a monitor)	$175	x _____	x _____	= _____
DVD Player Single Disk (requires a monitor)	$150	x _____	x _____	= _____
House Cable Patch (HD Satellite available by request)	$150	x _____	x _____	= _____
1 Speaker Sound System	$285	x _____	x _____	= _____
Computer Audio Package (sound system required)	$75	x _____	x _____	= _____

Subtotal - Add up all the Totals =_____

Service Charge - Min. $75 or 23% of subtotal (whichever is greater) =_____

State Sales Tax - 6% of subtotal and service charge =_____

TOTAL DUE - sum of subtotal, service charge and tax =_____

For additional equipment or services, please contact our office directly at (954) 602-8900 or email our Sales Dept. at kkeogh@psav.com

What you need to know...

Please note that physical mounting of equipment to exhibit booths is prohibited.

Set up days are considered the 1st day of the rental period.

TAX EXEMPTION: Florida state law mandates that you must provide a valid, non-expired tax exemption certificate for the State of Florida BEFORE any sales taxes are exempted.
CANCELLATIONS: 7 day notice to be given to avoid a 50% charge of order total. Any cancellations within 48 hours of delivery will be billed at full price. Cancellations due to weather will be billed at full price.
LABOR: Technician labor, if required, is subject to the prevailing hourly rate with a 5 hour minimum. PSAV reserves the right to determine if labor is required. On-site additions are subject to additional labor and/or delivery charges.

Fax this form to: (954) 456-3179 Attn: PSAV Sales

FAXING OF THIS FORM DOES NOT CONSTITUTE CONFIRMATION OF AN ORDER. PSAV responds to all requests within 72 hours with the order's status (confirmed or not confirmed). **If you do not hear back from PSAV within 72 hours, RE-SEND THE ENTIRE REQUEST** or call our office at (954) 602-8900. Payment is due when order is placed. Please fill out the attached credit card consent form and send with the order. **NO ORDER WILL BE CONFIRMED WITHOUT COMPLETE PAYMENT INFORMATION**. For additional payment options, please call our office at (954) 602-8900.

SIGNATURE as acceptance of this form in it's entirety:

_____

PSAV Technology Meets Inspiration

PSAV

Technology Meets Inspiration

Credit Card Consent / Security Deposit Form

PSAV LOCATION NUMBER: _____ Property Name: _____

Credit Card Type: *American Express___ Discover___ MasterCard___ Visa___*

Credit Card Number: ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___

Expiration Date: _____

Cardholder's Name: _____

(As it appears on credit card)

Cardholder Billing Address: _____
ZIP Code: _____

Cardholder email address: _____

Cardholder's Phone Number: _____

Customer Name: _____

(*Name as it should appear on the invoice)*

Invoice/Order Number(s): _____ **Customer PO:** _____

(If a PO # is not provided use loc # and Order ID XXXX XXXX)

I, (please print) _____, certify the above information to be true and correct to the best of my knowledge. As the cardholder, I am authorizing the above credit card account to be charged for the attached order and any additional amounts incurred as a result of all show site changes ordered by my representatives and/or place my card on file for Security Deposit purposes in the event of payment default, cancellation fees or damages/losses owed per PSAV Terms and Conditions – See Terms and Conditions.

Signature_____Date_____

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THE WESTIN
DIPLOMAT
RESORT & SPA
HOLLYWOOD, FLORIDA

Internet and Telecom Services

Mail or Fax with Payment to: IT Department
3555 South Ocean Drive
Hollywood, Florida 33019
Phone: 954-602-8856 Fax: 954-602-8860

Please Print Clearly ALL Information on the Form. If available include diagram of your meeting space/booth with phones and internet locations.

For questions you can email: ITDepartment.01402@westin.com

Event Name:	**Your Company Name:**	**Location for equipment (meeting room or booth #):**

Install Date & Time:	**Removal Date & Time:**	**Your Name (print):**	**Phone number you can be reached:**

Company Address:	**City, State:**	**Zip Code:**

Service	Quantity	Rates	Total
Ethernet Drop with one IP address - Will give you internet connection for one computer/laptop *Please Circle one -* ***WIRED*** *or* ***WIRELESS***		For the initial drop the Fee is as follows - $350 a day, $700 for 2 days and $750 for your duration (3 + Days)	
Additional IP Address - Should you have more equipment that needs internet connections order an IP Address PER item		$100 for each additional IP	

If you choose to bring in your own hub to supply additional connections, the charge of $100 for additional internet feed will still apply. Also, a charge of $200 will be incurred for the properties hubs not returned at the end of the event.

TELECOM NEEDS

In House calls can be made and received with any of the phone lines assigned.

Types of Phone Lines (Standard House Phone included)	Quantity	Advanced Rates	Pop Up Rates	Total	Please Note:
In House phone line - (Outgoing Only) Local and 800 calls. Can be used as credit card line as well.		$75.00	$100.00		***Advanced Rates*** Apply when the order is placed 7 or more days in advance to event.
Long Distance Line - (Outgoing Only) Local and long distance calls.		$150.00	$200.00		***Pop Up Rates*** apply when the order is placed within the 7 or less days advance to the event.
Analog Phone with Direct & Inward Dialing - (*Incoming and Outgoing*) Can make and receive local, 800 and long-distance calls directly to assigned extension. Can also be used as a fax.		$200.00	$250.00		***Usage Charges*** vary based on length of call, area called and amount of calls made.
					Estimated Total for this order *(tax not yet applied)*
Polycom Conference Phone with Direct & Inward Dialing - (*Incoming and Outgoing*) Can make and receive local, 800 and long-distance calls directly to assigned extension.		$200.00	$250.00		$
Additional Equipment					
Simple Speaker Phone		$50.00	$75.00		
Polycom Conference Phone		$200.00	$250.00		
ISDN - Network Access Video		$200.00	$350.00		

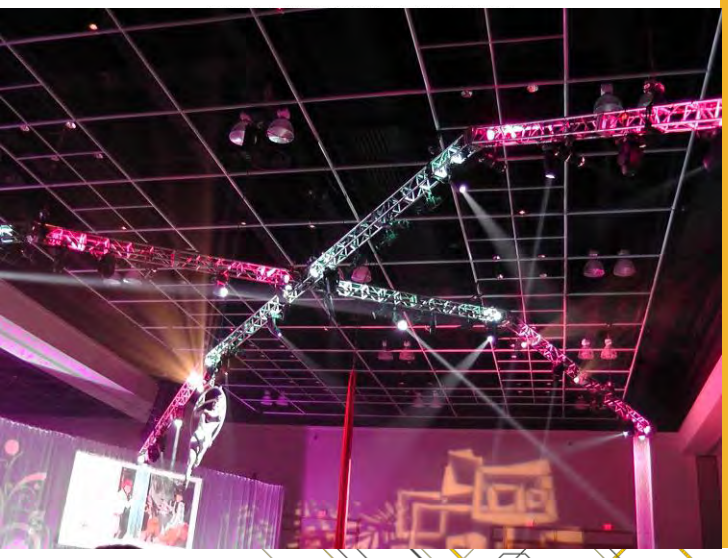
Payment Information: ☐ **If a check was sent, check box and include Check Number** _____ *Make Checks Payable to: The Westin Diplomat Resort & Spa*

If you would like to pay with a credit card please verify your email address here:

_____

Once we receive your order we will send you an invitation to a secure website to enter your credit card data. The email will come from eCCAuthorization@starwoodhotels.com. The subject of the email will begin with "eCredit Card Authorization Invitation…"

THE WESTIN
DIPLOMAT
RESORT & SPA



Rigging Services

PSAV is proud to serve as the exclusive Rigging provider for the Westin Diplomat Resort and Spa. We are the premier and largest entertainment rigging company in the world, and look forward to providing our clients with the highest level of rigging expertise and service. Please take full advantage of our extensive support resources including an intimate knowledge of the facility, CAD design and drafting services, a full inventory of scissors lifts, boom lifts and crank towers as well as specialty rigging hardware for aerial acts, signage and more. Our ½ ton capacity CM Prostar hoists allow you to achieve maximum trim, and at only 49 pounds, will minimally impact your load limits versus a standard full size hoist. PSAV is your full service rigging support and solutions provider!

Pre-Show Standards

- To ensure a smooth event, we request that you schedule rigging services along with a scaled plot (.DWG, or .VWX) at least 21 days prior to load-in. Please use our quick and easy online form to schedule your event: http://riggingadvance.psav.com/ . If this form and plots are not received at least 14 days prior to load in, double time labor rates will apply. For questions, rates, or CAD drawings, please contact the Rigging Manager, Steve Ferrara sferrara@psav.com, 954-602-8963 or our Director of Sales, Kevin Keogh kkeogh@psav.com , 954-602-8970.

- Please ensure the rigging plot contains the reflective ceiling plan and includes all flown equipment and per point load calculations. Plot acceptance is dependent upon a comprehensive safety review, based on OSHA/ANSI compliance, Industry Standard, and manufacturer guidelines. A great time saving option is to have PSAV draft the CAD drawing and run load calculations for you, which we are happy to do for a standard fee.

On-Site Practices

- PSAV must make all attachments to the ceiling, and is the exclusive provider of rigging labor, aerial lifts, and motorized chain hoists. Also, please make use of our onsite inventory of truss.

- Changes to the previously approved CAD Plot will require PSAV approval and result in additional charges.

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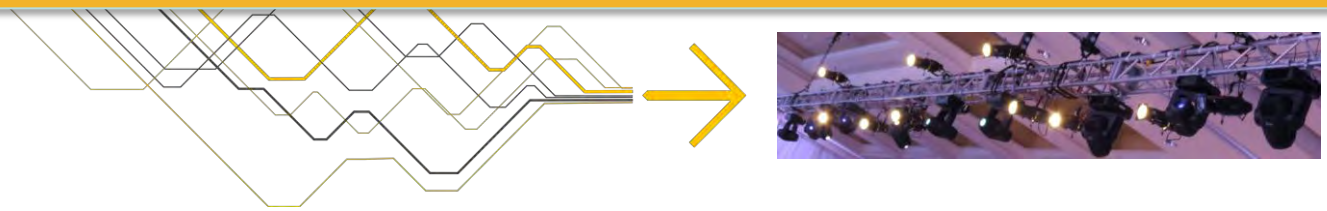
Rigging Equipment Guidelines

- All connections to the ceiling or supporting structure of the Hotel must be made by PSAV riggers.
- Flown equipment may only be moved by PSAV riggers.
- PSAV will not dead hang items over 100 pounds or over 10’ in length with a scissor lift. PSAV provided crank-towers or chain hoists must be used.
- All rigging hardware, truss, or other structures must meet OSHA/ANSI specifications for overhead use. Nuts and bolts must be rated. Wire rope clips, eyebolts, and other hardware must be forged, and/or rated for overhead use. Structural engineering documents are required for custom built truss and other structures.
- A steel safety is required on each item hanging from the truss as well as a backup for synthetic slings.
- There is no rigging allowed from the air-wall tracks anywhere in the building.
- All flown signage or equipment in a public area or meeting space must trim at least 8’ off the floor.
- Additional weight cannot be applied on flown equipment after riggers leave the room.



- Any rigging modifications performed without the supervision of PSAV riggers will be subject to fines (a 2 rigger minimum call) and possible shut down until such changes are inspected and approved by PSAV, all at the expense of the group or production company responsible.
- A scissors lift is required for all rigging calls at the hotel. PSAV has lifts on site and available for rent. The on-site scissor lifts are the only lifts that can be used at The Westin Diplomat.
- Since scissors lifts are not designed or permitted by OSHA or the manufacturer to pick up large looms of cable, any cable picks with more than 4 multi-cables must have a motorized cable bridge. Please note that this applies to Great Hall only, no cables may be picked point to point on the ballroom level.
- In accordance with OSHA standards, any scissor lift operator other than PSAV riggers must present documentation verifying that they have been trained in the safe use of aerial work platforms (scissors lifts).
- Under no circumstances may a person be suspended by, walk or climb upon any point or supporting structure attached to the ceiling.

C.M. Prostar Hoist

- 2005 Model 2127S (3 ph.)
- 30’ lift @ 8’ per min
- Total weight 49lbs. (including chain)
- 1000lbs. lifting capacity.
- Fits inside 12” box truss
- Motion Labs 7 Pin control system
- Custom case protects hotel carpet from chain lube.

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Rigging labor:

- All rigging crews will consist of a minimum of 2 riggers, however the number of riggers and equipment required for your event will be determined by PSAV.
- Five (5) hour minimums will apply on all calls. Time beyond five (5) hours will be billed in hourly increments.
- A 30 minute meal break is required every five (5) hours. A meal penalty will apply for each hour worked beyond five (5) hours without a break, equal to one straight time hour per rigger until a break is provided.
- Riggers will remain onsite until truss is at trim and motor power has been disconnected.
- Please note that any call changes or cancelations must be made with a minimum of 24 hour notice. Cancellations made with less than 24 hour notice will be billed at the minimum rigging call times for the number of scheduled riggers.
- All changes in labor calls must be made with the PSAV hotel Director of Event Technology. Onsite rigging staff cannot change call times.

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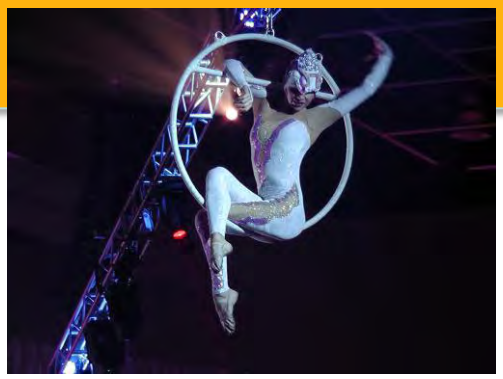
Diplomat Great Hall Level Standards

- Attachments in the Great Hall are made to a 3” pipe grid or to the structural steel above. 1000 pounds may be applied to each pipe grid intersection which are on 8’ centers. Also a maximum 500 pound load can be applied anywhere along the spans between intersections. In addition to the pipe grid, 1000 pounds can be hung per panel point to the structural steel. Please see CAD drawing for pipe grid and steel locations.

- Bridling is not permitted in the Great Hall. All rigging attachments must be dead-hung off of the pipe grid or the structural steel above the pipe grid.

- The use of chain hoists is allowed on the Great Hall level; PSAV is the exclusive provider of chain hoists for the Westin Diplomat Resort and Spa.



Diplomat Ballroom Level Standards

- All ballrooms have finished ceilings and **the only rigging permitted is to the skyhooks**. The skyhooks are rated for 750 pounds, dead load only, meaning the use of motorized and manual chain hoists is not permitted. The truss is set on crank-towers, loaded with lights, audio, video, cranked to trim and then dead-off. No dynamic load may be applied to the skyhooks.

- **CHAIN HOISTS CANNOT BE USED ON THE POINTS.**

- Please refer to the CAD files for exact locations of the rigging points.

- There is no access above the finished ceiling. The supporting structure of this level is concrete.

- Cable picks are not permitted due to the distance between points. The truss should be run to the wall and cables dropped at the wall or desired location from the truss.

Aerial Acts

- Aerial acts, in which performers are flown, require special procedures and approvals. These acts are possible to rig in the Great Hall. If you wish to put on an aerial act on the ballroom level, it must be ground supported. Please contact our Rigging Manager, Steve Ferrara sferrara@psav.com, 954-602-8963, for more information

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Rigging Equipment & Labor Rates

Great Hall Level Rigging Point Charges: (Includes Prostar Hoist)	**$215 Daily rate per motor point**
Ballroom Level Rigging Point Charges:	**$65 Daily rate per rigging hang point**
Genie Super Towers Required:	**$225 Daily rate**
PSAV CAD Design Fee: (additional charges will apply per revision)	**$250 – Original design**
Rigging Plot CAD Safety Review: Required for all non-PSAV designed rigging plots. (additional charges will apply per revision)	**$250 – Initial CAD approval**

Scissor lift rental: **$325 – Daily rate $750 – Weekly rate**

Scissor lift rental pricing is subject to availability and should be confirmed 14 days prior to your event. Scissor lifts are required for the for PSAV provided riggers and available for show rental.

Poly-Tak carpet protection is required for all events at the Westin Diplomat. The amount of poly-tak required will be determined by PSAV and if provided by PSAV, a charge of $750 per 2000 sq. ft. roll will apply.

Labor Rates

Monday — Friday 7am - 5pm	$90/hr.
Monday — Friday 5pm – 12 midnight	$135/hr.
Monday — Sunday 12 midnight - 7am	$180/hr.
Saturday 7am - 12 midnight	$135/hr.
Sunday 7am - 12 midnight	$170/hr.
Holidays — All Day	$170/hr.

Holidays

New Year's Day, Martin Luther King Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving & Christmas Day.

- All prices are subject to change without notice.
- A Service Charge of 23% will apply to all Rigging Services

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Technology Meets Inspiration

Rigging Instructions

Step #1
For questions, up-to-date CAD backgrounds of our facilities and/or rates, please e-mail your request to:

Kevin Keogh, Director of Sales
Westin Diplomat Resort & Spa
954.602.8970 Office
Email to: kkeogh@psav.com

Steve Ferrara, Rigging Manager
Westin Diplomat Resort & Spa
954.553.4001 Mobile
Email to: sferrara@psav.com

Step #2
Schedule rigging services along with a scaled plot (.DWG, or .VWX) and a detailed production schedule at least 21 days prior to load-in. Use our quick and easy online form to schedule your event http://riggingadvance.psav.com/ . The PSAV Rigging Manager will then be in touch if any adjustments are required or if there are any questions that need to be answered. The approval process may take up to 7 business days.

Step #3
The PSAV Rigging Manager will then forward your approved request to the PSAV sales team. The PSAV sales team will provide a rigging estimate for your review and confirmation along with verification of your proposed rigging plot.

Kevin Keogh
Director, Sales
PSAV® Presentation Services

Westin Diplomat Resort & Spa
3555 South Ocean Drive
Hollywood, FL 33019

Direct: 954.602.8970
Fax: 954.456.3179
Visit us on the Web

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JEREN TROPICALS, INC.
11400 ORANGE DRIVE, DAVIE, FL, 33330
TELEPHONE: 954-424-1114 FAX: 954-424-1994
ORDERS@JERENTROPICALS.COM

Show Name: _____

Location: _____

Quantity		Prices	Total
_____	2' – 3' GREEN PLANT	$34.00	_____
_____	4' – 5' GREEN PLANT	$44.00	_____
_____	6' – 7' GREEN PLANT	$64.00	_____
_____	8' – 9' GREEN PLANT	$94.00	_____
_____	POTTED MUMS: Choose Color White_____ Yellow_____ Bronze____ Lavender_____	$24.00	_____
_____	SEASONAL FLOWERING PLANT	$24.00	_____
_____	BROMELIAD	$34.00	_____
_____	ORCHID PLANT	$44.00	_____
_____	BOSTON FERN	$24.00	_____
_____	FLORAL ARRANGEMENTS: CHECK ONE $50.00_____$75.00_____$100.00_____ TROPICAL_____ SEASONAL_____HEIGHT_____WIDTH_____		_____

Sales Tax 6% _____

PLEASE CALL OUR DESIGNER FOR ADDITIONAL BOOTH DÉCOR.

Total _____

Delivery Date _____**Show Date**_____**Removal Date** _____

Exhibitor Name _____Booth #_____

Address_____

City_____State_____Zip_____

Contact Name _____Phone _____Fax_____

Payment Method: Check ____Visa ____ Master Card ____ American Express____ Discover___

Name of Card Holder (Sign)_____(Print)_____

Card Number _____Expiration Date _____

RENTAL POLICIES: All Material and Plants are made available on a rental basis. Items missing from booth upon pick up are the responsibility of the exhibitor and will be additionally charged. The availability of such items is subject to season and geography. Availability and color of plants are not guaranteed if not ordered seven (7) days prior to show date. Orders are not valid until confirmed via fax by Jeren Tropicals, Inc. Price includes Delivery, Plants, Containers and Removal. (ALL ORDERS ARE TO BE PAID IN FULL BEFORE DELIVERY).

PLEASE FAX OR EMAIL YOUR ORDER. THANK YOU FOR YOUR BUSINESS!

UPS Freight℠ Trade Show Services

Simplified shipping solutions

Inbound to the show

- Contact with a trade show specialist provides the right solution for moving your exhibit to and from the show—well before it begins.
- Advance warehousing streamlines the shipping process prior to shows and ensures priority delivery to the show floor.
- Round-the-clock tracking capabilities give you real-time information on exhibit materials and your booth.

Outbound from the show

- On-site UPS representatives advise on freight and package transportation options.
- Our full range of freight and package services includes ground or air service, as well as guaranteed* and time-definite urgent services.
- Coordinated package and freight pickups at the show help get you to the airport on time.

Contact Trade Show Services at 800.988.9889 or via email at tradeshow@upsfreight.com.

A complete range of services from the carrier you know and trust

Freight services:

- Ground freight
- Air freight
- Urgent

Package services:

- Ground
- Air
- International

UPS Freight℠ Trade Show Services

Dedicated trade show experts available at 800.988.9889 or via email at tradeshow@upsfreight.com

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- Time-specific delivery by air or ground
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Multimodal capabilities

v012.1

ACCENT

Tradeshow & Event Furnishings

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ACCENT On Service...

ACCENT On Excellence!

CUSTOM FURNITURE

Uptown

A-1 Sofa, Black Suede
83″L x 32″D x 32″H

A-2 Loveseat, Black Suede
59″L x 32″D x 32″H

A-3 Chair, Black Suede
39″L x 32″D x 32″H

A-4 Bench, Black Suede
61″L x 20″D x 17″H

A-5 Cocktail Table, Nickel & Glass
52″L x 31″D x 19″H

A-6 End Table, Nickel & Glass
26″ Diameter x 22″H

A-7 Corner, Black Suede
33″L x 33″D x 28″H

A-8 Center, Black Suede
31″L x 33″D x 28″H

A-9 Half Ottoman, Black Suede
72″L x 36″D x 18″H

A-10 Cocktail Table, Black & Glass
48″L x 24″D x 17″H

A-11 End Table, Black & Glass
21″L x 21″D x 21″H

A-12 Floor Lamp
Black, 72″H

Newport

B-1 Sofa, Tan Suede
79″L x 34″D x 32″H

B-2 Loveseat, Tan Suede
54″L x 34″D x 32″H

B-3 Chair, Tan Suede
32″L x 34″D x 32″H

B-4 Cocktail Table, Natural
48″L x 24″D x 17″H

B-5 End Table, Natural
24″Diameter x 21″H

B-6 Ottoman, Green Suede
32″L x 19″D x 17″H

B-7 Chair, Green Suede
32″L x 34″D x 32″H

Laredo

C-1 Sofa, Black Leather
77″L x 34″D x 32″H

C-2 Loveseat, Black Leather
54″L x 34″D x 32″H

C-3 Chair, Black Leather
32″L x 34″D x 32″H

C-4 Oval Cocktail Table,
Black & Chrome
46″L x 23″D x 18″H

C-5 Round End Table,
Black & Chrome
23″Diameter x 20″H

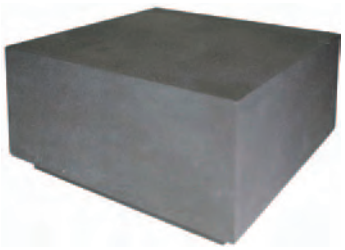
C-6 Table Lamp,
Black & Chrome
22″H

Bristol

D-1 Sofa, Grey Upholstery
77″L x 33″D x 31″H

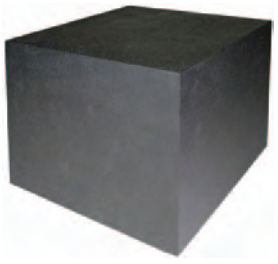
D-2 Loveseat, Grey Upholstery
54″L x 33″D x 31″H

D-3 Chair, Grey Upholstery
32″L x 33″D x 31″H



D-4 Cocktail Table, Black Cube
30″L x 30″D x 16″H

D-5 Cocktail Table, Black Cylinder
30″Diameter x 15″H



D-6 End Table, Black Cube
24″L x 24″D x 20″H

South Beach

E-1 Sofa, White
77″L x 34″D x 32″H

E-2 Chair, White
53″L x 34″D x 32″H

E-3 Bench, White
53″L x 27″D x 16″H

E-4 Sofa, Red
77″L x 34″D x 32″H

E-5 Chair, Red
53″L x 34″D x 32″H

E-6 Bench, Red
53″L x 27″D x 16″H

E-7 Square Cocktail, White & Chrome
31″L x 31″D x 15″H

E-8 Rectangle Cocktail, White & Chrome
46″L x 23″D x 11″H

E-9 End Table, White & Chrome
20″L x 20″D x 19″H

Barcelona

F-1 Chair, Red Barcelona
31″L x 35″D x 33″H

F-2 Ottoman, Red Barcelona
24″L x 24″D x 17″H

F-3 Chair, White Barcelona
31″L x 35″D x 33″H

F-4 Ottoman, White Barcelona
24″L x 24″D x 17″H

F-5 Chair, Black Barcelona
31″L x 35″D x 33″H

F-6 Ottoman, Black Barcelona
24″L x 24″D x 17″H

Melrose

G-1 Sofa, Red Swirl
78″L x 41″D x 30″H

G-2 Chair, Red Swirl
40″L x 36″D x 30″H

G-3 Bench, Red Swirl
61″L x 21″D x 17″H

Monte Carlo

H-1 Black Leather Sectional Loveseat
50″L x 38″D x 29″H

H-2 Black Leather Sectional Corner
40″L x 40″D x 29″H

H-3 White Leather Sectional Loveseat
50″L x 38″D x 29″H

H-4 White Leather Sectional Corner
40″L x 40″D x 29″H

Contempo

I-1 Curved Sofa, White Leather
71"L x 34"D x 30"H

I-2 Curved Bench, White Leather
71"L x 34"D x 17"H

I-3 Round Ottoman, White Leather
40"L x 40"D x 17"H

I-4 Curved Sofa, Black Leather
71"L x 34"D x 30"H

I-5 Curved Bench, Black Leather
71"L x 34"D x 17"H

I-6 Round Ottoman, Black Leather
40"L x 40"D x 17"H

I-7 Cocktail Table, Chrome & Glass
45"L x 32"D x 18"H

I-8 End Table, Chrome & Glass
25"Diameter x 21"H

I-9 White Leather Glove Chair
30"L x 30"D x 32"H

Havana

J-1 Sofa, Havana Leather
88″L x 38″D x 37″H

J-2 Chair, Havana Leather
47″L x 38″D x 37″H

J-3 Cocktail Table, Havana
48″L x 24″D x 18″H

J-4 End Table, Havana
24″L x 22″D x 22″H

J-5 Wingback Chair, Burgundy
35″L x 36″D x 45″H

J-6 Desk Chair, Cherry
16″L x 18″D x 39″H

J-7 Writing Desk, Cherry
48″L x 24″D x 30″H

J-8 Table Lamp, Brass
28″H

J-9 Half Round Banquette
59″ L x 29″D x 39″H
Seat Height = 17″ H

J-10 White Suede Cube
18″L x 18″D x 17″H

J-11 Black Leather Cube
18″L x 18″D x 18″H

Table, Black (Textured Top)
K-1 24″Diameter Top x 29″H
K-2 30″Diameter Top x 29″H
K-3 36″Diameter Top x 29″H
K-4 42″Diameter Top x 29″H

K-5 Chair, Black Euro
22″L x 23″D x 28″H

K-6 Chair, Jet Black
16″L x 18″D x 31″H

Tall Bar Table, Black (Textured Top)
K-7 24″Diameter Top x 42″H
K-8 30″Diameter Top x 42″H
K-9 36″Diameter Top x 42″H

K-10 Bar Stool, Black
21″L x 20″D x 41″H

K-11 Bar Stool, Jet Black
16″L x 18″D x 42″H

Stage Chairs

K-12 Stage Chair, Mocha Leather
28″L x 26″D x 32″H

K-13 Chair, Black Tub
25″L x 25″D x 33″H

K-14 Chair, Grey Tub
25″L x 25″D x 33″H

K-15 Chair, Black Tulip
22″L x 19″D x 36″H

Table, Maple & Chrome (Laminant Top)
L-1 30″Diameter Top x 29″H
L-2 36″Diameter Top x 29″H

L-3 Chair, Maple & Chrome
16″L x 18″D x 31″H

Tall Bar Table
Maple & Chrome (Laminant Top)
L-4 30″Diameter Top x 42″H
L-5 36″Diameter Top x 42″H

L-6 Bar Stool, Maple & Chrome
16″L x 18″D x 42″H

Table, Black & Chrome (Textured Top)
L-7 30″Diameter Top x 29″H
L-8 36″Diameter Top x 29″H

L-9 Chair, Black & Chrome
16″L x 18″D x 31″H

Tall Bar Table
Black & Chrome (Textured Top)
L-10 30″Diameter Top x 42″H
L-11 36″Diameter Top x 42″H

L-12 Bar Stool, Black & Chrome
16″L x 18″D x 42″H

L-13 Bar Stool, Chrome Back
19″L x 14″D x 42″H

L-14 Table, Black & Glass
42″Diameter x 29″H

L-15 Table, Chrome & Glass
36″Diameter Top x 29″H

L-16 Chair, Black
21″L x 20″D x 28″H

L-17 Tall Bar Table, Chrome & Glass
28″Diameter x 42″H

L-18 Wht & Chrome Swivel Stool
15″L x 15″D x 25″-33″H

L-19 Blk & Chrome Swivel Stool
15″L x 15″D x 25″-33″H

L-20 Table, Chrome
30″Diameter Top x 29″H

L-21 Chair, Chrome
24″L x 18″D x 29″H

L-22 Tall Bar Table, Chrome
28″Diameter x 42″H

L-23 Bar Stool, Chrome
20″L x 16″D x 39″H

M-1 Chair, Black & Blue
20″L x 20″D x 32″H

M-2 Bar Stool, Black & Blue
20″L x 22″D x 45″H - Swivel

M-3 Chair, Black & Red
20″L x 20″D x 32″H

M-4 Bar Stool, Black & Red
20″L x 22″D x 45″H - Swivel

M-5 Tall Bar Table, White & Chrome (Laminant Top)
30″ Diameter x 42″H

M-6 Bar Stool, White & Chrome
17″L x 18″D x 35″H
Seat Height 25″ - 31″ - Swivel

Gelato Table
24″Diameter x 31″ to 40″ Adjustable Height
M-7 White
M-8 Grey
M-9 Black

Scoop Chair
17″L x 22″ to 33″ Adjustable Height
M-10 Red
M-11 Grey
M-12 Black
M-13 White

DISPLAY PEDESTALS

Pedestal, Black

N-1 12″L x 12″D x 30″H
N-2 12″L x 12″D x 36″H
N-3 12″L x 12″D x 42″H

Pedestal, Grey

N-4 12″L x 12″D x 30″H
N-5 12″L x 12″D x 36″H
N-6 12″L x 12″D x 42″H

Pedestal, Black

N-7 18″L x 18″D x 36″H
N-8 18″L x 18″D x 42″H

Pedestal, Grey

N-9 18″L x 18″D x 36″H
N-10 18″L x 18″D x 42″H

N-11 Pedestal, Black
24″L x 24″D x 42″H

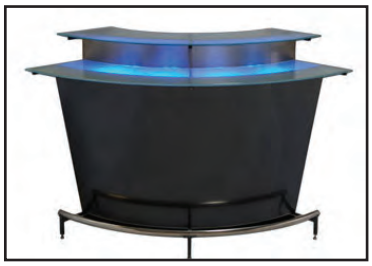
N-12 Pedestal, Grey
24″L x 24″D x 42″H

N-13 Pedestal, Black w/ Optional
Tray & Locking Door
24″L x 24″D x 42″H

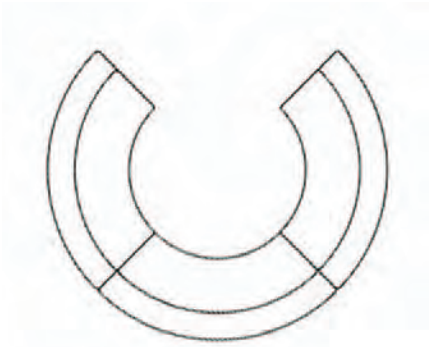
N-14 Pedestal, White w/ Optional
Tray & Locking Door
24″L x 24″D x 42″H

BARS

O-1 Martini Bar
50″L x 50″D x 47″H

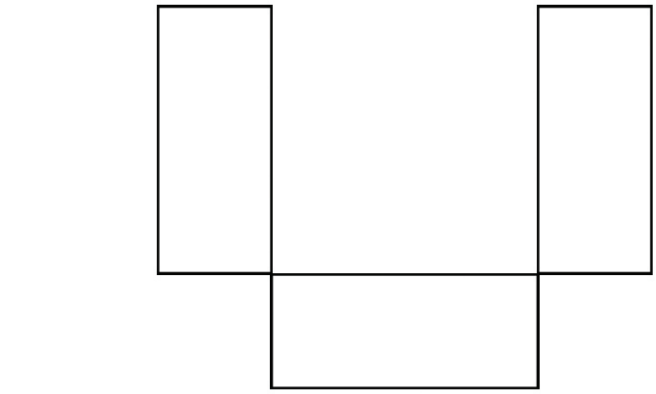


O-2 Martini Bar with colored lighting option.
No Electric Required

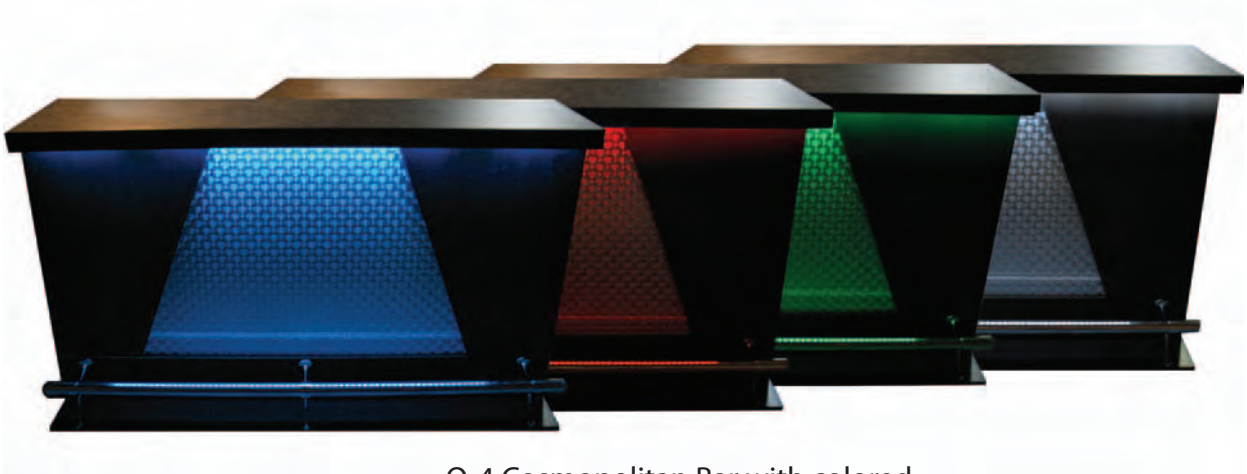


Suggested Layouts

O-3 Cosmopolitan Bar
72″L x 27″D x 42″H



Suggested Layouts



O-4 Cosmopolitan Bar with colored lighting option. Electric Required

O-5 Reception Counter
48″L x 16″D x 42.5″H

O-6 Contour Reception Counter with Literature Holder - Black
45″L x 21″D x 41″H

O-7 Contour Reception Counter with Literature Holder - Grey
45″L x 21″D x 41″H

O-8 Tall Computer Table
36″L x 30″D x 42″H

O-9 Computer Table
48″L x 30″D x 30″H

O-10 Parson Desk
48″L x 24″D x 29″H

O-11 Refrigerator
20″L x 20″D x 34″H

O-12 Coat Rack
21″ Square Base x 68″H

O-13 Mirror, Black Free Standing
15″L x 71″H

O-14 Literature Stand, 6 Pocket
10″L x 9″D x 64″H

O-15 Literature Stand, Silver Folding
11″L x 15″D x 60″H

O-16 Literature Stand, Black Folding
11″L x 15″D x 60″H

O-17 Floor Lamp, Off-White Paper Shade
10″L x 10″D x 61″H

CONFERENCE TABLES

Conference Table, Maple
P-1 6 Ft.- 72″L x 36″D x 29″H
P-2 8 Ft.- 96″L x 48″D x 29″H

Conference Table, Mahogany
P-3 6 Ft.- 72″L x 36″D x 29″H
P-4 8 Ft.- 96″L x 48″D x 29″H
P-5 10 Ft.- 120″L x 48″D x 29″H

Conference Table, Honey Oak
P-6 6 Ft.- 72″L x 36″D x 29″H

Conference Table, Black Oval
P-7 6 Ft.- 72″L x 36″D x 29″H
P-8 8 Ft.- 96″L x 48″D x 29″H
P-9 10 Ft.- 120″L x 48″D x 29″H

Conference Table, Grey Oval
P-10 6 Ft.- 72″L x 36″D x 29″H
P-11 8 Ft.- 96″L x 48″D x 29″H

Conference Table, Black & Glass
P-12 5 Ft.- 60″L x 36″D x 29″H

P-13 Chrome Table, Frosted Glass
53″L x 33″D x 29″H

P-14 Table, Honey Oak Round
42″Diameter Top x 29″H

P-15 Table, Mahogany Round
42″Diameter Top x 29″H

CONFERENCE CHAIRS

Q-1 Leather Executive
25″L x 28″D x 43″H

Q-2 Mesh Executive
28″L x 23″D x 38″H

Q-3 White Leather Izzo
25″L x 28″D x 42″H

Q-4 Black Leather Izzo
25″L x 28″D x 42″H

Q-5 Black Jr. Executive
24″L x 25″D x 38″H

Q-6 Grey Jr. Executive
24″L x 25″D x 38″H

Q-7 Black Sled
24″L x 24″D x 32″H

Q-8 Grey Sled
24″L x 24″D x 32″H

Q-9 Black & Chrome Breuer
19″L x 23″D x 31″H

Q-10 Grey & Chrome Breuer
19″L x 23″D x 31″H

Drafting Stool
20″L x 23″D x 51″H Seat Height: 23″-33″
Q-11 Black
Q-12 Grey

Secretarial Chair
20″L x 23″D x 36″H Seat Height: 16″-21″
Q-13 Black
Q-14 Grey

SHELVING / STORAGE

R-1 Etagere, Black (Glass Shelves)
30″L x 14″D x 67″H

R-2 Etagere, Chrome (Glass Shelves)
30″L x 14″D x 67″H

Bookcase, 48″
36″L x 12″D x 48″H
R-3 Grey
R-4 Black

Bookcase, 72″
36″L x 12″D x 72″H
R-5 Grey
R-6 Black

Filing Cabinet, 2-Drawer
15″L x 25″D x 29″H
R-7 Grey
R-8 Black

R-9 Filing Cabinet, Black 4-Drawer
15″L x 25″D x 52″H

Storage Cabinet, 42″
36″L x 18″D x 42″H
R-10 Grey
R-11 Black

R-12 Storage Cabinet, Black 72″
36″L x 18″D x 72″H

S-1 Desk, Natural & Black
60″L x 30″D x 29″H

S-2 Credenza, Natural & Black
60″L x 20″D x 29″H

S-3 Desk, Honey Oak
60″L x 30″D x 29″H

S-4 Credenza, Honey Oak
66″L x 20″D x 29″H

S-5 Desk, Mahogany
60″L x 30″D x 29″H

S-6 Credenza, Mahogany
60″L x 20″D x 29″H

S-7 Desk, Grey
60″L x 30″D x 29″H

S-8 Credenza, Grey
60″L x 20″D x 29″H

CABANA

Catalina

T-1 Corner Lounge
35”L x 35”D x 27”H

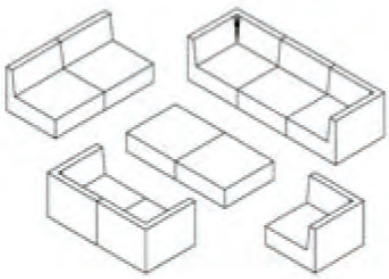
T-2 Center Lounge
35”L x 35”D x 27”H

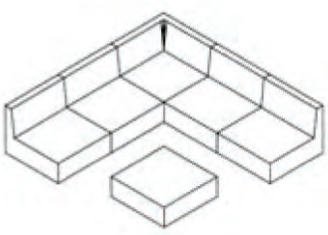
T-3 Cocktail Table
35”L x 35”D x 11”H

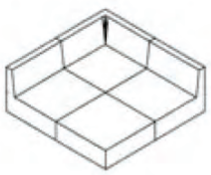
T-3C Cocktail Table w/ Cushion

T-3G Cocktail Table w/ Glass

T-4 End Table
19”L x 19”D x 19”H







Barbados

T-6 Small Backrest Section
50”L x 33”D x 28”H

T-7 Large Backrest Section
50”L x 33”D x 28”H

T-8 Curve Section
50”L x 33”D x 11”H

T-9 End Section
31”L x 18”D x 11”H
T-9C End Section w/ Cushion
T-9G End Section w/ Glass

CABANA

Antigua

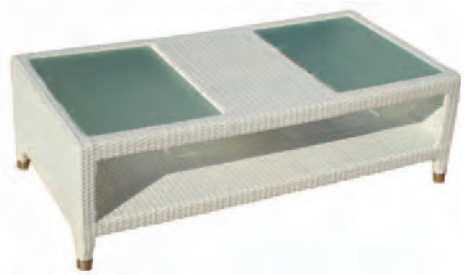
T-11 Corner Lounge
30”L x 30”D x 28”H

T-12 Center Lounge
23”L x 32”D x 28”H

T-13 Right Arm Lounge
52”L x 32”D x 28”H

T-14 Left Arm Lounge
52”L x 32”D x 28”H

T-15 Lounge Chair
33”L x 32”D x 28”H



T-16 Cocktail Table, White
25”L x 51”D x 15”H

T-17 End Table , White
17”L x 17”D x 15”H

T-18 Lounge
86”L x 43”D x 31”H

T-19 Ottoman
74”L x 36”D x 14”H

Montego

T-20 6.5’ Table
78”L x 35”D x 30”H

T-21 Chair
20”L x 21”D x 34”H

ACCENT Tradeshow & Event Furnishings

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A-1	Black Suede Sofa	$405
A-2	Black Suede Loveseat	$370
A-3	Black Suede Chair	$260
A-4	Black Suede Bench	$230
A-5	Nickel/Glass Ckt Table	$170
A-6	Nickel/Glass End Table	$155
A-7	Black Suede Corner	$260
A-8	Black Suede Armless	$260
A-9	Blk/Half Round Ottoman	$325
A-10	Black/Glass Ckt Table	$170
A-11	Black/Glass End Table	$155
A-12	Black Floor Lamp	$85
B-1	Tan Suede Sofa	$405
B-2	Tan Suede Loveseat	$370
B-3	Tan Suede Chair	$260
B-4	Natural Ckt Table	$170
B-5	Natural End Table	$155
B-6	Green Suede Ottoman	$140
B-7	Green Suede Chair	$260
C-1	Black Leather Sofa	$405
C-2	Black Leather Loveseat	$370
C-3	Black Leather Chair	$260
C-4	Black/Chrome Ckt Table	$165
C-5	Black/Chrome End Table	$155
C-6	Black/Chrome Lamp	$85
D-1	Grey Sofa	$380
D-2	Grey Loveseat	$340
D-3	Grey Chair	$255
D-4	Black Cube Ckt Table	$175
D-5	Black Round Ckt Table	$175
D-6	Black Cube End Table	$160
E-1	White Sofa	$490
E-2	White Chair	$315
E-3	White Bench	$230
E-4	Red Sofa	$490
E-5	Red Chair	$315
E-6	Red Bench	$230
E-7	White Square Ckt Table	$165
E-8	White Rectangle Ckt Table	$165
E-9	White End Table	$155
F-1	Barcelona Chair Red	$345
F-2	Barcelona Ottoman Red	$175
F-3	Barcelona Chair White	$345
F-4	Barcelona Ottoman White	$175
F-5	Barcelona Chair Black	$345
F-6	Barcelona Ottoman Black	$175
G-1	Red Swirl Sofa	$490
G-2	Red Swirl Chair	$315
G-3	Red Swirl Bench	$230
H-1	Black Sectional Loveseat	$430
H-2	Black Sectional Corner	$315
H-3	White Sectional Loveseat	$430
H-4	White Sectional Corner	$315
I-1	White Curve Sofa	$470
I-2	White Curve Bench	$305
I-3	White Round Ottoman	$230
I-4	Black Curve Sofa	$470
I-5	Black Curve Bench	$305
I-6	Black Round Ottoman	$230
I-7	Chrome/Glass Ckt Table	$195
I-8	Chrome/Glass End Table	$170
I-9	Wht/Chrome Glove Chair	$270
J-1	Havana Sofa	$490
J-2	Havana Chair	$315
J-3	Havana Ckt Table	$195
J-4	Havana End Table	$170
J-5	Burgundy Chair	$305
J-6	Cherry Desk Chair	$165
J-7	Cherry Writing Desk	$235
J-8	Brass Lamp	$85
J-9	Wht/Suede 1/2 Banquette	$345
J-10	White Suede Cube	$105
J-11	Black Leather Cube	$105
K-1	24" Black Table	$125
K-2	30" Black Table	$125
K-3	36" Black Table	$140
K-4	42" Black Table	$170
K-5	Black Euro Chair	$115
K-6	Jet Black Chair	$115
K-7	24" Black Tall Bar Table	$165
K-8	30" Black Tall Bar Table	$165
K-9	36" Black Tall Bar Table	$175
K-10	Black Barstool	$140
K-11	Jet Black Bar Stool	$165
K-12	Mocha Stage Chair	$155
K-13	Black Tub Chair	$230
K-14	Grey Tub Chair	$230
K-15	Black Tulip Chair	$165
L-1	30" Maple Table	$140
L-2	36" Maple Table	$155
L-3	Maple/Chrome Chair	$135
L-4	30" Maple Tall Bar Table	$170
L-5	36" Maple Tall Bar Table	$175
L-6	Maple/Chrome Bar Stool	$165
L-7	30" Black/Chrome Table	$130
L-8	36" Black/Chrome Table	$145
L-9	Black/Chrome Chair	$135
L-10	30" Blk/Chrome Tall Bar Tl	$170
L-11	36" Blk/Chrome Tall Bar Tl	$175
L-12	Black/Chrome Bar Stool	$165
L-13	Blk/Chrome Back Stool	$165
L-14	Black/Glass Table	$145
L-15	Chrome/Glass Table	$145
L-16	Black / Black Chair	$115
L-17	Chrome/Glass Tall Bar Tbl	$195
L-18	Wht/Chrome Swivel Stool	$140
L-19	Blk/Chrome Swivel Stool	$140
L-20	30" Chrome Table	$145
L-21	Chrome/Chrome Chair	$135
L-22	30" Chrome Tall Bar Tbl	$175
L-23	Chrome/Chrome Bar Stool	$165
M-1	Blue/Black Chair	$135
M-2	Blue/Black Bar Stool	$165
M-3	Red/Black Chair	$135
M-4	Red/Black Bar Stool	$165
M-5	30" Wht/Chrome Tall Bar	$170
M-6	White/Chrome Bar Stool	$175
M-7	White Gelato Table	$215
M-8	Grey Gelato Table	$215
M-9	Black Gelato Table	$215
M-10	Red Scoop Chair	$165
M-11	Grey Scoop Chair	$165
M-12	Black Scoop Chair	$165
M-13	White Scoop Chair	$165
N-1	12x12x30 Black	$165
N-2	12x12x36 Black	$175
N-3	12x12x42 Black	$190
N-4	12x12x30 Grey	$165
N-5	12x12x36 Grey	$175
N-6	12x12x42 Grey	$190
N-7	18x18x36 Black	$200
N-8	18x18x42 Black	$210
N-9	18x18x36 Grey	$200
N-10	18x18x42 Grey	$210
N-11	24x24x42 Black	$220
N-12	24x24x42 Grey	$220
N-13	24x24x42 Black w/ Tray	$305
N-14	24x24x42 White w/ Tray	$305
O-1	Martini Bar	$895
O-2	Martini Bar (w/ Light Kit)	$1,060
O-3	Cosmopolitan Bar	$820
O-4	Cosmo Bar (w/ Light Kit)	$950
O-5	Reception Counter	$225
O-6	Black Contour Reception	$370
O-7	Grey Contour Reception	$370
O-8	42"h Computer Table	$215
O-9	30"h Computer Table	$195
O-10	Parson Desk	$215
O-11	Refrigerator	$195
O-12	Coat Rack	$110
O-13	Black Mirror	$140
O-14	Literature Stand	$120
O-15	Silver Folding Lit. Stand	$160
O-16	Black Folding Lit. Stand	$160
O-17	Floor Lamp - Off White	$85
P-1	6' Maple Conf. Table	$335
P-2	8' Maple Conf. Table	$425
P-3	6' Mahogany Conf. Tbl	$335
P-4	8' Mahogany Conf. Tbl	$425
P-5	10' Mahogany Conf. Tbl	$545
P-6	6' Honey Oak Conf. Tbl	$335
P-7	6' Black Conf. Table	$320
P-8	8' Black Conf. Table	$425
P-9	10' Black Conf. Table	$545
P-10	6' Grey Conf. Table	$320
P-11	8' Grey Conf. Table	$400
P-12	36x60 Glass Table	$300
P-13	Frosted Glass Table	$395
P-14	42" Honey Table	$230
P-15	42" Mahogany Table	$230
Q-1	Leather Executive Chair	$215
Q-2	Mesh Executive Chair	$215
Q-3	Wht/Leather Exec Chair	$265
Q-4	Blk/Leather Exec Chair	$265
Q-5	Blk Jr. Executive Chair	$180
Q-6	Grey Jr. Executive Chair	$180
Q-7	Black Sled Chair	$155
Q-8	Grey Sled Chair	$155
Q-9	Blk/Chrome Breuer Chair	$135
Q-10	Gry/Chrome Breuer Chair	$135
Q-11	Black Drafting Stool	$165
Q-12	Grey Drafting Stool	$165
Q-13	Black Secretarial Chair	$135
Q-14	Grey Secretarial Chair	$135
R-1	Black Etagere	$175
R-2	Chrome Etagere	$175
R-3	48" Grey Bookcase	$140
R-4	48" Black Bookcase	$140
R-5	72" Grey Bookcase	$165
R-6	72" Black Bookcase	$165
R-7	2-Dr Grey File Cabinet	$140
R-8	2-Dr Black File Cabinet	$140
R-9	4-Dr Black File Cabinet	$160
R-10	42" Grey Storage Cabinet	$160
R-11	42" Black Storage Cabinet	$160
R-12	72" Black Storage Cabinet	$185
S-1	Natural/Black Desk	$385
S-2	Natural/Black Credenza	$345
S-3	Honey Executive Desk	$385
S-4	Honey Credenza	$345
S-5	Mahogany Desk	$385
S-6	Mahogany Credenza	$345
S-7	Grey Executive Desk	$385
S-8	Grey Credenza	$345
	CATALINA	
T-1	Corner Lounge	$290
T-2	Center Lounge	$240
T-3	Cocktail Table	$240
T-3C	Cocktail Table w/ Cushion	$240
T-3G	Cocktail Table w/ Glass	$240
T-4	End Table	$180
	BARBADOS	
T-6	Small Backrest Section	$290
T-7	Large Backrest Section	$290
T-8	Curve Section	$240
T-9	End Section	$220
T-9C	End Section w/ Cushion	$220
T-9G	End Section w/ Glass	$220
	ANTIGUA	
T-11	Corner Lounge	$290
T-12	Center Lounge	$240
T-13	Right Arm Lounge	$490
T-14	Left Arm Lounge	$490
T-15	Lounge Chair	$325
T-16	Cocktail Table	$240
T-17	End Table	$180
	MONTEGO	
T-18	Cabana Lounge	$990
T-19	Cabana Ottoman	$285
T-20	Cabana / Glass Table	$605
T-21	Cabana Chair	$170

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VISTA ACCENT Tradeshow & Event Furnishings VISTA

Company Information	Delivery Information
Company Name: _____	Event: _____
_____	Location: _____
Address: _____	**Booth #: _____**
_____	Open Date: _____
Phone: _____ Fax: _____	Close Date: _____
E-Mail: _____	Event Contact: _____

ACCENT will send an email or fax confirmation of your order, once we receive and reserve the product for your show.

Item #	Description	Qty	Price	Total

Credit Card Information

Credit Card #: _____

Exp. Date: _____

Mastercard Visa AMEX Discover

Cardholders Name: _____
(Please Print)

Cardholders Signature: _____

TOTAL ORDER _____

MISCELLANEOUS _____

SUBTOTAL _____

TAX _____

TOTAL DUE _____

- Orders received within 14 days of event are subject to a 20% Late Fee.
- 25% cancellation will be applied if canceled 7 days prior to event opening.
- Check or Credit Card must accompany order.
- 100% cancellation will be applied if canceled on day of deliver.
- All showsite orders are subject to a 25% service charge.

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